

<b>Job Title</b>	Program Coordinator
<b>Employer/ Agency</b>	Mental Health America of Greater Houston
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Coordinate logistics for meetings and events including registration, preparation of supplies and materials, securing of event spaces, meeting/event planning and setup, etc.</li> <li>• Maintain program-specific contact lists and manage a public program-specific directory.</li> <li>• Become a certified Youth Mental Health First Aid Instructor and assist the Director and Assistant Director in leading trainings throughout the community.</li> <li>• Coordinate the provision of continuing education units (CEUs) for educational events, including keeping organized files of all required CEU documentation.</li> <li>• Coordinate and track the distribution of educational literature, including processing orders for literature, packing literature to be mailed, and invoicing for literature and shipping/handling fees as needed.</li> <li>• Create, or assist with the creation of, documents/publications such as marketing materials and reporting documents; assist with the creation and maintenance of relevant pages on MHA of Greater Houston's website; draft informational/educational documents as assigned.</li> <li>• Take meeting notes/minutes as assigned; type up notes/minutes in an organized fashion.</li> <li>• Perform data entry (e.g., from event evaluations) with accuracy; maintain record-keeping documents such as spreadsheets with accuracy; accurately enter and maintain data in program database; run reports from database as needed.</li> <li>• Seek out/research information on various topics/issues relevant to school behavioral health as assigned.</li> <li>• Provide additional administrative and programmatic support as needed, including back-up support for administrative duties generally performed by other staff members.</li> <li>• Other duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree, preferably in education, health, psychology, social work, sociology, or a related field</li> <li>• One to two years of relevant work experience, including experience providing administrative or programmatic support, and experience training/teaching adults preferred</li> <li>• Strong written and oral communication skills</li> <li>• Strong interpersonal skills; ability to represent the organization in a positive, professional manner</li> <li>• Superior organizational skills; ability to manage multiple</li> </ul>

	<ul style="list-style-type: none"> <li>responsibilities; high degree of attention to detail and accuracy</li> <li>• Ability to work independently with minimal supervision as well as collaboratively</li> <li>• Experience and competency working in a team-based environment</li> <li>• Facility with Microsoft Office applications and usage of a database</li> <li>• Must have own transportation and ability to travel for meetings and programs within local and regional area; must be able to lift/move up to 20 lbs.</li> </ul>
<b>Salary/Hours</b>	Salary TBD, Hours: Monday-Friday 8:30 am to 5:00 pm
<b>Employer/Agency</b>	The Center for School Behavioral Health at Mental Health America (MHA) of Greater Houston.
<b>Address</b>	2211 Norfolk St. #810
<b>City, State, Zip</b>	Houston, TX 77098
<b>Contact Person</b>	Judith Drummond
<b>Telephone Number</b>	281-523-8963
<b>Email Address</b>	<a href="mailto:jdrummond@mhahouston.org">jdrummond@mhahouston.org</a>
<b>Application Method</b>	To apply, please email a cover letter and resume to Judith Drummond at <a href="mailto:jdrummond@mhahouston.org">jdrummond@mhahouston.org</a> . <b>No Phone Calls Please.</b>
<b>Opening Date</b>	Immediately

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