

<b>Job Title</b>	Program Coordinators/Assistants
<b>Employer/ Agency</b>	PAIR Houston
<b>Job Description</b>	<p>PAIR is seeking several Program Coordinators and Program Assistants for its after-school programs at middle and high school sites in Southwest Houston. All candidates must commit for a period of August 2016 to May 2017.</p> <p>After-school sessions occur twice per week at each site on Monday through Thursday. Sessions commence between 3:15 and 3:45 and end between 5:30 and 6:00. Program staff arrive on site in advance of sessions and remain until all students have safely departed the campus. A PAIR Program Manager and Program Assistant oversee each high school session. A PAIR Program Coordinator and Program Assistant oversee each middle school session. Program staff will also oversee several field trips per semester during evenings or weekends.</p> <p>Under the supervision of PAIR's Senior Program Manager, Program Coordinators are responsible for communication with school staff, volunteers, and students/families; student recruitment; data collection; lesson plans and field trip/special event planning; critical recordkeeping; supplies; and the like. They also oversee Program Assistants, who support these activities. All program staff provide oversight and support to volunteers; work closely with school personnel and the staff of other community organizations on site; and frequently outreach to students and families to maintain a high level of attendance and engagement. Staff will conduct home/apartment visits throughout the school year and must be comfortable in this environment. A highly organized candidate with outstanding people and communication skills is key to performing these job functions.</p> <p><b>Schedule:</b></p> <ul style="list-style-type: none"> <li>• Hours per week vary depending on pre-program preparation weeks, in-session weeks, post-program evaluation weeks, and holiday breaks throughout the school year. Sessions occur during at least 20 weeks of the year between mid-September and mid-April. At least 28 weeks will be active working weeks. Some of these weeks may require less time than projected while others may require more (such as intensive recruitment or data collection periods or when special events are scheduled). Total projected hours is 420 for Program Coordinators and 280 for Program Assistants.</li> <li>• Aug – Sept 2016 and Jan 2017: Student recruitment, volunteer onboarding and training, and program planning.</li> <li>• Sept 2016 – Apr 2017: Regular sessions on site and field trips, as well as continuous program planning, student/family outreach, and volunteer coordination.</li> <li>• Apr 2016 – May 2017: End of program data collection and recordkeeping.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree required for Program Coordinator; Bachelor's degree preferred for Program Assistants, though undergraduate upperclassman</li> </ul>

	<p>may be considered; major in education, social work, international studies, or related field preferred.</p> <ul style="list-style-type: none"> <li>• Experience working directly with youth, such as mentoring, tutoring, counseling, and teaching, is required; work or volunteer experience abroad is preferred.</li> <li>• Proficiency in word processing, spreadsheets, and databases is required. Experience with Salesforce or other CRM is a plus.</li> <li>• Candidates will be required to undergo a background check with fingerprints and maintain a valid driver's license and personal automobile insurance during employment (related to youth supervision and transportation).</li> </ul>
<b>Salary/Hours</b>	The Program Coordinator is paid at a rate of \$16 per hour. Program Assistants are paid at a rate of \$13/hr. Program Coordinators will be assigned to a middle school site and work roughly 15 hours per week during 14 weeks in the fall and 14 weeks in the spring. Program Assistants may be assigned to 1 or 2 sites, middle or high school, and work roughly 10 hours per week (per site) during 14 weeks in the fall and 14 weeks in the spring.
<b>Employer/Agency</b>	PAIR Houston
<b>Address</b>	Office – 8303 Southwest Fwy, Suite 718 Schools located throughout Southwest Houston
<b>City, State, Zip</b>	Houston, TX 77074
<b>Contact Person</b>	Lauren West
<b>Contact Title</b>	Senior Program Manager
<b>Telephone Number</b>	713-771-1111
<b>Fax Number</b>	
<b>Email Address</b>	<a href="mailto:jobs@pairhouston.org">jobs@pairhouston.org</a>
<b>Application Method</b>	<ul style="list-style-type: none"> <li>• Please e-mail your cover letter and resume to <a href="mailto:jobs@pairhouston.org">jobs@pairhouston.org</a>. Applications will be reviewed and interviews conducted on a rolling basis beginning July 12, 2016 and positions should be filled by mid-August.</li> </ul>
<b>Opening Date</b>	Currently interviewing, job will start mid-August

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

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