

Job Title	Program Coordinator for Employment Services
Employer/ Agency	Chinese Community Center
Job Description	The Program Coordinator for employment services provides direct services to low to moderate-income individuals who are enrolled as Financial Opportunity Center participants. The program coordinator assists clients in preparing for the workforce through education, training, and job readiness preparation. The program coordinator regularly conducts job readiness classes for the community. However, the main focus of this position centers on one on one employment counseling.
Qualifications	<p>MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Bachelor's degree in Business, Social Work or related field. • 1-2 year experience with the FOC's target population, and/or the ability to provide services in a culturally sensitive manner. • Proficient in Microsoft Word, Excel, PowerPoint, and resume writing software. <p>PREFERRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> • 1-2 years previous experience in workforce development preferred. • 0-1 year work experience in the social services sector preferred. • Proficiency in an Asian language is a plus.
Salary/Hours	\$30,000+ 40 hours/week
Employer/Agency	Chinese Community Center
Address	9800 Town Park Drive
City, State, Zip	Houston, Texas 77036
Contact Person	Marta Ramos
Contact Title	Human Resources Specialist
Telephone Number	713-271-6100 x 109
Fax Number	713-271-3713
Email Address	marta@ccchouston.org
Application Method	Send resumes to marta@ccchouston.org
Opening Date	Immediate

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