

Job Title	Project LEAD Coordinator
Employer/ Agency	The Women's Resource of Greater Houston
Job Description	<p>The Women's Resource seeks a qualified candidate to join our team as our Project LEAD Coordinator. The Project LEAD Coordinator will join our team at an exciting time as our organization has just embarked on a three year strategic plan that will expand our program offerings. As a result, we are looking for an individual who is flexible, willing to learn, thinks outside the box, works well with people and is client and mission focused.</p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> ❖ Oversee Project LEAD Program to include: recruit and maintain relationships with partner schools, Project LEAD Facilitators, and volunteer guest speakers; coordinate Project LEAD Program at each school; recruit, interview and prepare Project LEAD Facilitators; and oversee program evaluation. ❖ Communicate effectively with diverse populations to include: partner schools, Project LEAD Facilitators, program participants, and volunteer guest speakers. ❖ Recruit and train qualified Project LEAD Facilitators who share our mission ❖ Plan and conduct semester meetings for Project LEAD Facilitators ❖ Provide ongoing support to Project LEAD Facilitators ❖ Process payroll for Project LEAD Facilitators ❖ Match Project LEAD Guest Speakers to school sites and provide them with details and reminders ❖ Facilitate Project LEAD curriculum at partner schools ❖ Recruit and maintain relationships with new partner schools ❖ Retain and maintain relationships with current partner schools ❖ Work with partner schools to determine school contact, population needs and schedule ❖ Ensure quality of all programs ❖ Collect, enter and evaluate data to support and strengthen program offerings ❖ Create end-of-semester Project LEAD Reports for school administrators ❖ Serve as a backup for Project LEAD Facilitators if a Facilitator is unable to teach a scheduled class ❖ Work with Senior Program Director to ensure annual goals are met
Qualifications	<p>Qualifications</p> <ul style="list-style-type: none"> • Bachelor degree required, preference for a degree in social work, education, or related discipline. • Must enjoy working with people and demonstrate patience, professionalism, and tact in interpersonal communication • Self-directed, independent worker who takes initiative and is able to solve problems • Meticulous attention to detail and ability to respond to deadlines on time • Advanced proficiency in Microsoft Outlook, Word and Excel are required • Highly motivated and resourceful individual • Able to work in a fast-paced environment while managing multiple priorities • Excellent organizational, verbal, written, and interpersonal communication

	<p>skills</p> <ul style="list-style-type: none"> • Capacity to manage the processes that support the duties of this position • Professional that works with poise, confidence and team-oriented approach • Flexible and positive attitude, sense of humor, patience, character and integrity • Non-profit experience or demonstrated understanding of the field is a plus • Willing to travel throughout the Greater Houston area • Understands how financial education affects individuals and families • Experience in one or more of the following areas: <ul style="list-style-type: none"> • Education based programs and/or teaching experience • Financial Education and/or asset building • Community based programs focused on teens (specifically girls) • Programs targeting at-risk youth • Multi-site program coordination
Salary/Hours	Part-Time Position (15-25 hrs/week)
Employer/Agency	The Women's Resource of Greater Houston
Address	730 N. Post Oak Rd., Suite 204
City, State, Zip	Houston, TX 77024
Application Method	<p>The position will remain open until filled. All candidates are asked to EMAIL the three documents listed below to kkeith@thewomensresource.org. Documents should be addressed to: Kelly Keith, Senior Program Director.</p> <ol style="list-style-type: none"> 1. Cover letter stating how your skills are a match for the position requirements and duties 2. Resume 3. Writing Sample: Select and complete TWO of the writing sample scenarios below: (100-250 words each, 12 point font) <ol style="list-style-type: none"> a. Write an email to a new partner school about Project LEAD b. Write about a time in which you've helped a teen achieve his/her goals. Describe the teen. What were his/her strengths/limitations? How did you help him/her? Describe a community service or program that could further help this teen achieve his/her goals. Please refrain from using real names in your description. c. Write an email to a partner school contact who has just informed you their schedule has changed unexpectedly and Project LEAD classes will now be pushed back by two weeks (jeopardizing the participant's ability to complete all ten weeks of the program). <p>Only qualified applicants that submit <u>ALL</u> documents requested above will be considered.</p>
Contact Person	Kelly Keith
Contact Title	Senior Program Director
Telephone Number	713-667-4493
Fax Number	713.622.2774
Email Address	kkeith@thewomensresource.org
Opening Date	March 9, 2016

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCOSW Office of Alumni and Career Services at almswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of HOUSTON
GRADUATE COLLEGE of SOCIAL WORK