

<b>Job Title</b>	Program Coordinator
<b>Employer/ Agency</b>	AIDS Foundation Houston, Inc.
<b>Job Description</b>	<p>This position is primarily responsible the overall coordination of programs under their purview, including fiscal, compliance, services, and personnel management.</p> <p>The Coordinator is also responsible for the coordination of required services, programmatic operations, community involvement, and strategic partners to ensure accurate support for the programs.</p> <p>The Coordinator is responsible for coordinating and implementing all program goals and outcomes in conjunction with the overall agency goals.</p> <p>The Coordinator is directly responsible for leading the coordination of all program activities, directing their teams to ensure maximum benefit to clients/community, accurate spending of funding, high levels of quality assurance and compliance.</p>
<b>Qualifications</b>	<p><b>EDUCATION AND/OR EXPERIENCE</b> Level of Education: Bachelor's degree (B.A.) from four-year college or university in the social science fields, preferred; and two years related experience in related field.</p> <p>Work Experience: With less than a bachelor's five or more years of progressive program coordination and supervisory duties with a record of producing results. Data entry, program development, and strong administrative skills required.</p>
<b>Salary/Hours</b>	\$38,000+ annually depending on experience 35+ hours per week
<b>Employer/Agency</b>	AIDS Foundation Houston, Inc. www.aidshelp.org
<b>Address</b>	6260 Westpark Drive Suite 100
<b>City, State, Zip</b>	Houston, Texas 77057
<b>Telephone Number</b>	(713) 623-6796
<b>Fax Number</b>	(713) 623-4029
<b>Email Address</b>	<a href="mailto:hr@afhouston.org">hr@afhouston.org</a>
<b>Application Method</b>	Please email cover letter and resume to <a href="mailto:hr@afhouston.org">hr@afhouston.org</a> or fax it to (713) 623-6796

<b>Opening Date</b>	03/06/2017
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