

Job Title	Administrative and Grants Compliance Manager
Employer/ Agency	The Salvation Army
Job Description	Works in conjunction with Social Services Director for ongoing evaluation of practice and program; monitors work of Social Service staff to including but not limited to the social services case managers, outreach workers, caseworkers, and receptionist; reviews grant utilization and expenditure reports; ensures the accomplishment of the various administrative tasks relating to the grants and programs funded by the grants; researches and writes additional grants to benefit all programs; prepares various routine and special reports for grants compliance.
Qualifications	Bachelors degree from an accredited college or university in a related, business degree is preferred and four years progressively responsible administrative experience or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities.
Employer/Agency	The Salvation Army
Address	1500 Austin Street
City, State, Zip	Houston, TX 77002
Contact Person	Gerald Eckert
Contact Title	Social Services Director
Telephone Number	713-658-9205
Email Address	Gerald.eckert@uss.salvationarmy.org
Application Method	E-mail resume to gerald.eckert@uss.salvationarmy.org
Opening Date	11/1/2015

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