

Job Title	Project Director of the Foster Grandparents Program
Employer/ Agency	The Evelyn Rubenstein Jewish Community Center
Job Description	<p>Position Description The Evelyn Rubenstein Jewish Community Center is seeking qualified applicants for the position of Project Director of the Foster Grandparents Program, a national service program that engages older adult volunteers in tutoring and mentoring at-risk youth.</p> <ul style="list-style-type: none"> • The duties of this position include supervising the Foster Grandparents project staff, managing the budget, developing and maintaining all financial, project and volunteer records, completing all required federal and local reports, conducting public awareness activities, training volunteers, volunteer stations, and advisory council members, recruiting volunteers and volunteer stations, supervising volunteers, and monitoring volunteer stations for compliance.
Qualifications	<p>Requirements</p> <ul style="list-style-type: none"> • Bachelor's degree • 3-5 years' experience in government grant management • Strong fiscal management skills • Strong supervisory skills • Strong public speaking skills • Ability to work a variable schedule • Knowledgeable of Microsoft Office, including Word, Excel, Publisher, and PowerPoint • Ability to multi-task • Ability to delegate • Ability to perform community outreach • Valid driver's license and liability insurance • Ability to successfully pass National Service Criminal History Check process
Salary/Hours	Full Time, DOE
Employer/Agency	The Evelyn Rubenstein Jewish Community Center
Application Method	The position is posted on the ERJCC website and applications must be completed online. For more information, visit ericchouston.org and click on the Careers link at the bottom of the page.
Opening Date	Immediately

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 with the hiring details of your new job opportunity. Thank you.

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