

<b>Job Title</b>	Program Coordinator
<b>Employer/ Agency</b>	Boards and Commissions Leadership Institute
<b>Job Description</b>	<p>TOP is seeking a dynamic, progressive leader to carry out program implementation for the new BCLI Program in Houston. The ideal candidate is well networked in the city among progressive organizations and movement leaders, has a clear understanding of the workings of boards and commissions, and is invested in leadership development opportunities for lower-income women and women of color. The Program Coordinator will report directly to TOP's statewide training director and will work closely with TOP's policy director and Harris County Campaign Director. In close coordination with TOP's leadership staff in Houston, and with leaders of allied organizations, the Program Coordinator will identify participants, tailor the curriculum, recruit speakers and trainers, and facilitate the placement and ongoing support of the BCLI fellows to serve on boards and commissions. The Houston BCLI program's first cohort will focus in the area of economic opportunity and development.</p> <p><b>Key Areas of Responsibility:</b></p> <p><b>1) Build the cohort of BCLI Fellows</b></p> <ul style="list-style-type: none"> <li>• Engage in outreach to TOP allies to have them nominate staff or members to the program.</li> <li>• Work with other TOP staff to find appropriate candidates from within TOP.</li> <li>• Conduct the interview and selection process.</li> </ul> <p><b>2) Implement the training program</b></p> <ul style="list-style-type: none"> <li>• Identify BCLI training needs and learning objectives, and design curriculum.</li> <li>• Insure that the curriculum supports TOP's current community led initiatives around economic justice. (This is for the initial year.)</li> <li>• Develop and maintain local network of content experts and consultants.</li> <li>• Recruit and prepare trainers and content consultants from local network of experts.</li> <li>• Connect BCLI fellows with policy makers and elected officials as part of the training.</li> <li>• Coordinate curriculum content with TOP's Director of Policy and TOP's Harris County Campaign Director</li> </ul> <p><b>3) Facilitate placement of participants to relevant boards and commissions</b></p> <ul style="list-style-type: none"> <li>• Match BCLI fellows to appropriate boards and commissions. In 2017 we</li> </ul>

	<p>will be focusing on boards and commissions which support the community's economic opportunity and development initiatives.</p> <ul style="list-style-type: none"> <li>• Assist BCLI fellows in applying for positions on boards and commissions.</li> </ul> <p><b>4) Create mechanisms for ongoing support of BCLI appointees</b></p> <ul style="list-style-type: none"> <li>• Build a network of technical advisors and mentors for the BCLI appointees.</li> <li>• Identify additional content training needed by BCLI appointees.</li> <li>• Work with allies to integrate BCLI appointees into their roles through introductions and other support as necessary.</li> <li>• Create systems to keep BCLI appointees engaged with the organizations that originally nominated them and with the community economic opportunity and development initiatives.</li> </ul> <p><b>5) Publicly promote BCLI</b></p> <ul style="list-style-type: none"> <li>• Promote in the public eye the BCLI program, the fellows and appointees.</li> <li>• Coordinate all BCLI media outreach and promotional materials with TOP's Communications Director.</li> <li>• Represent TOP BCLI at conferences, public meetings, and media events, as needed.</li> <li>• Coordinate special projects, assignments, activities, and other duties as assigned.</li> </ul>
<b>Qualifications</b>	<p><b>Education and training:</b> Bachelor's degree, content knowledge in economic development a plus.</p> <p><b>Work experience:</b> At least three (3) years' experience in public policy, public administration, civic engagement or community organizing.</p>
<b>Salary/Hours</b>	<ul style="list-style-type: none"> <li>• Job requires some evening and weekend activities</li> <li>• Salary will be commensurate with experience.</li> <li>• Benefits include comprehensive medical, dental, vision, 401(k), paid holidays, vacation, sick leave, and travel reimbursement.</li> </ul>
<b>Employer/Agency</b>	Boards and Commissions Leadership Institute
<b>Address</b>	
<b>City, State, Zip</b>	Houston, TX
<b>Contact Person</b>	

<b>Contact Title</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	<a href="mailto:recruit@organizetexas.org">recruit@organizetexas.org</a>
<b>Application Method</b>	Applicants should email cover letter, resume, and references to: <a href="mailto:recruit@organizetexas.org">recruit@organizetexas.org</a> with "BCLI Program Coordinator" in the subject line.
<b>Opening Date</b>	

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.