

Job Title	Project Administrator
Employer/ Agency	The National Center on Domestic Violence, Trauma & Mental Health (NCDVTMH)
Job Description	<p>Project Management and Administrative Office Support</p> <ul style="list-style-type: none"> - Develop and maintain a centralized database on project activities and deliverables, monitor staff and consultant progress reports, and update Director on a quarterly basis - Assist in coordinating new grant applications, funder progress reports and grant renewals for continued support of the organization - Oversee day to day office operations and provide general office support, including interface with building management and IT provider <p>General Contract Management, Billing and Interface with Fiscal Agent</p> <ul style="list-style-type: none"> - Serve as primary liaison between NCDVTMH and Hektoen Institute, providing grant management support related to allocations and expenditures for the organization - Coordinate billing and payments for contractual staff and partner organizations - Negotiate, manage and execute vendor contracts for office equipment, IT, service and utilities - Manage staff time and effort recording and reporting as well as staff reimbursements <p>Training Support and Coordination</p> <ul style="list-style-type: none"> - Coordinate and triage all training, including tracking completion of requests - Set up and negotiate training contracts with coalitions, programs and other partners - Manage contracts, invoices, reimbursements and per diems for training/TA expenditures - Manage outreach and registration for in person trainings and meetings held in Chicago, including tracking RSVPs and registration list, sending reminders and follow up - Provide logistical support and travel coordination for non-local trainings - Prepare printed items for events, including handouts, signage, name tags - Provide day of and on site logistical coordination and support for events - Provide technical support as needed for NCDVTMH sponsored webinars

Qualifications	<ul style="list-style-type: none"> - Bachelor's degree required; Master's degree preferred - The candidate should possess at least 5 years of administrative experience and/or demonstrated ability to provide administrative leadership in managing a national center. - Candidate should have excellent organizational, interpersonal and professional writing skills - Experience in grant writing and reporting, fiscal management and bookkeeping - Experience in process evaluation - Experience in planning and coordinating national level meetings - Proficiency with Microsoft Office ad Filemaker Pro or other database software is required. - Experience in the areas of domestic violence, mental health and substance use is a plus. - Candidate is expected to work effectively with others of diverse race, - age, ethnicity, religious belief, sexual orientation, gender expression, gender identity, socioeconomic status and abilities
Salary/Hours	Salary is commensurate with experience; competitive benefits package
Employer/Agency	The National Center on Domestic Violence, Trauma & Mental Health (NCDVTMH)
Address	
City, State, Zip	Chicago, IL
Contact Person	
Contact Title	
Telephone Number	
Fax Number	
Email Address	Alvaro.Espino@hektoen.org
Application Method	Please send cover letters and resumes/CVs to Alvaro.Espino@hektoen.org
Opening Date	Immediate

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