

Job Title	Community Enrichment Program Manager
Employer/ Agency	Project Row Houses
Job Description	<p>The Community Enrichment Program Manager is responsible for the oversight and coordination of services within the community enrichment program areas - the Young Mothers Residential Program (YMRP) and integrated service delivery. YMRP provides housing and counseling on personal growth and parenting skills, allowing mothers to raise their children in a creative, nurturing community. Integrated services delivery provides client-centered intentional wrap around services, with high touch, one-on-one coaching to increase monthly income for residents over a long-term commitment.</p> <p>The Community Enrichment Manager will coordinate efforts and staff that will increase community wellbeing and wealth building in our culturally and historically rich neighborhood. They work within the guidelines, policies and mission of PRH and will be accountable and responsible for specific projects as assigned. As the manager of these programs, they are responsible for the supervision of staff within the program as well as the oversight and evaluation of all community enrichment programs. They will report to the Director of Strategic Partnerships.</p> <p>RESPONSIBILITIES INCLUDE:</p> <ul style="list-style-type: none"> • Manage, supervise and evaluate community enrichment program staff which includes case management, coaching and connecting individuals to resources on financial literacy, employment services, family & residential services, community resources, adult education and workforce development, and the development of a skills development training series. • Lead the team in assisting clients with goal planning and conducting regular quarterly goal reviews, continuously link program participants with resources through developed and maintained interagency relationships. • Codevelop a process to monitor quality assurance of all activities through outcomes measurement and guide implementation of process improvements when outcomes are below standards. • Identify and engage potential participants leading to their enrollment into the program with creative, consistent and targeted outreach efforts. • Analyze trends in the programs, identify performance issues and develop solutions and recommendations to the executive team to ensure performance goals are being met. • Ensure that program activities comply with all relevant legal and professional standards. • Oversee client-level data collection for all participants for program design and statistical purposes according to the confidentiality/privacy policy of the organization. • Assist with carrying out fund development efforts through identifying funding opportunities, preparation of proposals, grants, contracts and ongoing reporting requirements as they pertain to specific program services. • Actively establish, enhance and maintain liaison relationships with key community agencies, organizations and advisory committee. • Cultivate a positive, accountable and productive team of direct service staff which can include various consultants, interns, full-time and part-time staff members. Organize and attend weekly departmental meetings to maintain

	<p>effective communication.</p> <ul style="list-style-type: none"> • Distribute Community Enrichment materials through various mediums to ensure the highest level of participation from the community.
Qualifications	<p><u>Education/Experience</u></p> <ul style="list-style-type: none"> • B.A. degree in social work, sociology, psychology or related fields from an accredited university. • Experience working in the non-profit fields of arts, civic engagement, social justice and/or community development is desired. • The ideal candidate should possess 5-7 years in program management and direct case management experience. • Must exhibit mobility in walking and stair climbing to meet the daily demands of the position. • Effective and demonstrable written and verbal communication and interpersonal skills to diverse populations. • Demonstrated ability to be creative and organize, plan, prioritize and implement solutions effectively. • Excellent research, analytical, planning skills. • Knowledge of office management and general administrative principles, techniques and practices. • Proficiency in computer skills (advanced facility with Word, Excel and PowerPoint). • Intermediate knowledge of office management and general administrative principles, techniques and practices.
Salary/Hours	Full Time, DOE
Employer/Agency	Project Row Houses
Address	2521 Holman St
City, State, Zip	Houston, TX 77004
Email Address	hr@projectrowhouses.org
Application Method	For confidential consideration, please submit your cover letter and resume to hr@projectrowhouses.org . No phone calls please. Applicants whose candidacy is being considered will be contacted.
Opening Date	Immediate

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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