

Job Title	Initiative Coordinator
Employer/ Agency	Chinese Community Center
Job Description	<p>The Initiative Coordinator is responsible for the coordination and administration of the Empowering Communities Initiative (ECI). The Empowering Communities Initiative (ECI) is a collaborative of Asian American non-profit service agencies working to educate and advocate for Greater Houston's Asian American Community. The Chinese Community Center serves as ECI's fiscal agent, and therefore Initiative Coordinator will be hired and paid through the Chinese Community Center, but will work exclusively on the Initiative under the guidance and direction of the ECI Leadership Team, and CCC's Civic Engagement Program Manager.</p> <ul style="list-style-type: none"> • Facilitate prompt and professional communication between Initiative partner agencies and Leadership Team • Assist in administering ECI meetings and trainings; this may include drafting agenda items, sending out meeting reminders, taking meeting minutes and following up with individual members about post-meeting action items. Attendance at all scheduled trainings will be required. • Schedule and facilitate use of ECI general use spaces, including making and confirming room bookings, communicating with building management staff, and ensuring that organizations utilizing the space are in compliance with building use policies. • Provide and/or coordinate basic technical assistance to partner agencies planning civic education events, be the voice and face of the initiative at said events. • Manage the administration of ECI sub-grants • Collect timely data from partner agencies on event implementation, and compile monthly reports to the Leadership Team. • Compile quarterly narrative and quantitative reports to report to HEI as requested. • Ensure that all Initiative activities are valuable, welcoming and 501c3 compliant
Qualifications	<ul style="list-style-type: none"> • BA in Political Science, Social Work or related field. • Eligible to become a Volunteer Deputy Registrar with Harris County. In order to be eligible to become a Volunteer Deputy Registrar with Harris County, the applicant must be a registered voter in the state of Texas.

Salary/Hours	15-29 hours/ week. Including mandatory weekend, evening and daytime events. Additional hours highly flexible. Competitive hourly rate.
Employer/Agency	Chinese Community Center
Address	9800 Town Park Dr
City, State, Zip	Houston, TX 77036
Contact Person	marta@ccchouston.org
Contact Title	HR Manager
Telephone Number	713-271-6100 x109
Fax Number	
Email Address	aly@ccchouston.org
Application Method	Email
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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