

Job Title	Program Coordinator for Senior Services
Employer/ Agency	Chinese Community Center
Job Description	<p>The Program Coordinator's responsibilities include coordination of programs that directly benefit seniors. The Program Coordinator works with connecting seniors in the community with programs in the Senior department. Occasionally, this position will also provide support to the Benefit Enrollment Center.</p> <p>ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> •Program Coordination <ul style="list-style-type: none"> oVerify eligibility for programs and maintain records for client's files. oCoordinate and plan events such as workshops, health fairs, etc. with program staff when necessary. oMaintain accurate and up-to-date logs and track participant data. oProvide data or research to support programming reports updating funders on a monthly, quarterly, or annual basis depending on project's requirements. oConduct follow-up to contact clients regarding program's requirement changes. oAssist in the day to day duties of the program's administration. •Partnerships and Outreach <ul style="list-style-type: none"> oMarket events and programs to diverse media sources (i.e. newspaper, television, radio, and social media). oTranslation of documents, marketing materials or presentations when necessary. •Professional Development <ul style="list-style-type: none"> oTo perform the job successfully, the incumbent must be able to satisfactorily attend professional development trainings and stay aware of the Center's policies and procedures. <p>PERIODIC FUNCTIONS:</p> <ul style="list-style-type: none"> •Attend outside trainings. •Coordinate with corporations and foundations on senior-related events. •Assist with Center's events such as the annual gala, lunar new year festival, etc.
Qualifications	<p>MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> •Bachelor's degree in Social Work, Human Services or related field. •Strong computer skills, including demonstrated experience with MS Office. •Bilingual English and Vietnamese. <p>PREFERRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> •2 years working experience with senior population. •1-2 years' experience working in a non-profit agency. •1-2 year experience with networking and developing collaborations.
Salary/Hours	40 Hours/Week \$30,000+/year
Employer/Agency	Chinese Community Center

Address	9800 Town Park Drive
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Contact Person	Marta Ramos
Contact Title	HR Specialist
Telephone Number	713-271-6100
Fax Number	
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Application Method	Send your resume to marta@ccchouston.org
Opening Date	Immediate

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