

Job Title	Senior Companions Program Director
Employer/ Agency	Evelyn Rubenstein Jewish Community Center
Job Description	<p>The Senior Companions Program oversees the AmeriCorps Seniors Senior Companions program.</p> <p>Responsibilities are: Create and manage budget. Develop and maintain all financial, project and volunteer records. Complete all required federal and local reports. Conduct public awareness activities. Conduct training of volunteers, volunteer stations, and advisory council members. Recruit volunteers and volunteer stations, supervise volunteers, and monitor volunteer stations for compliance.</p>
Qualifications	<ol style="list-style-type: none">1. Bachelor's degree or two to four years' experience working with government-regulated programs, budgets or grants2. Good attention to detail3. Strong people management skills4. Strong public speaking skills5. Ability to work a variable schedule6. Knowledgeable of Microsoft Office, including Word, Excel, Publisher, and PowerPoint7. Ability to multi-task8. Ability to delegate9. Ability to perform community outreach10. Valid driver's license and liability insurance11. Ability to successfully pass National Service Criminal History Check process
Salary/Hours	\$48,000-\$53,000 8-5 Monday-Friday
Address	5601 South Braeswood Blvd
City, State, Zip	Houston, TX 77096
Contact Person	Haley Eakin- Hiring Director
Telephone Number	713.595.8157- email preferred
Fax Number	
Email Address	heakin@erjcchouston.org

Application Method	
Opening Date	Immediately

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