

Job Title	Program Manager
Employer/ Agency	University of Houston Nonprofit Leadership Alliance
Job Description	<p>Manages the day-to-day operations of a small or medium-sized university program or department. May supervise staff employees, student workers, programs or processes.</p> <ol style="list-style-type: none"> 1. Plans and develops procedures for administering a small or medium-sized department or program. 2. Oversees program expenditures and ensures adherence to budget. 3. Provides guidance to subordinate staff and evaluates performance. 4. May prepare or participate in the creation of abstracts, research reports, funding proposals, operations and procedure manuals, and other written material and documentation. 5. Reviews reports of budgets and activities. Prepares ad hoc reports as needed. 6. May administer grants and grant-related related communications, scholarships and other operations. 7. Develops, implements and maintains appropriate policies and procedures. 8. May serve as property custodian for the department. 9. Performs other job-related duties as assigned. <p>The NLA Program Manager is responsible for the day-to-day aspects of the program under the supervision of the Director of Innovative Academic Programs and Partnerships. This position is an integral part of the program with a unique opportunity to support students in their passion for making their community a better place. The goal of this position is to ensure that students in the NLA are provided the support, guidance, opportunities, and meaningful experiences needed to successfully complete the certification and prepare for a career in the nonprofit sector.</p>
Qualifications	<p>Bachelors and No experience</p> <p>Education: Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Experience: No experience required.</p> <p><u>Preferred Qualifications:</u></p> <ul style="list-style-type: none"> • Certified Nonprofit Professional (CNP) • Minimum of 1 year relevant experience in an academic or nonprofit setting • Fundraising/development experience, including in a volunteer/intern capacity • Experience in public affairs/communications/marketing/social media,

	<ul style="list-style-type: none"> including in a volunteer/intern capacity • Strong and effective interpersonal and written communication skills • Good organizational skills • Experience working with students and/or in a leadership position within a student-run organization • Knowledge of and familiarity with nonprofit/social services agencies
Salary/Hours	Regular/Benefits, \$17.26 - \$22.01
Address	3511 Cullen Blvd Room 117
City, State, Zip	Houston TX 77204-4013
Application Method	UH Cougar Pathways Job Description - Program Manager I (STA008458) (taleo.net)
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.