<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Program Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employer/ Agency</strong></td>
<td>Change Happens</td>
</tr>
<tr>
<td><strong>Job Description</strong></td>
<td>The <strong>Program Coordinator</strong> is responsible for planning, coordinating, and monitoring the day-to-day program activities that they are assigned. Other responsibilities include quality assurance monitoring, gathering data, compiling data to complete performance reports, and directing staff to achieve program and organizational goals and objectives.</td>
</tr>
</tbody>
</table>

Work independently with appropriate direction  
Display professional behavior and appearance in accordance with agency policy  
Handle difficult situations in a discreet manner  
Maintain attendance within limits of agency guidelines  
Maintains confidentiality of client information  
Use initiative and judgment  
Communicate effectively, both orally and in writing  
Skills in organizing work of self and others  
Knowledge of issues pertaining to area of assignment  
Must be capable of setting priorities and working under pressure  
Coordination and Support  
Coordinate and provide oversight to ensure compliance with funding sources and agency protocols and policy standards  
Assist in coordinating and administering daily program operations, including supervision and serving as liaison with program coordinators and other staff  
Coordinate and support information sharing between agency staff  
Anticipate problems and respond proactively, troubleshoot concerns and issues as they arise  
Coordinate activities of agency programs and inter-related activities of other programs, departments, or staff to ensure optimum efficiency and compliance with appropriate policies, procedures, and specifications  
Monitor developing trends and available services relevant to the assigned program and informs supervisor  
Provides work direction, as necessary, to staff, interns, and other assigned staff  
Program Planning & Implementation  
Foster and develop relationships with a partner organization  
Develop effective strategies to reach program goals  
Monitor timeline to ensure program goals achieved  
Compliance Management  
Monitor program activities to meet program goals  
Monitor compliance with agency policy and procedures, make recommendations as appropriate to ensure adherence  
Recommend appropriate corrective action to ensure programs comply with funding sources  
Prepare and deliver oral and written reports, recommendations, and presentations to Executive Management, The Board, staff, and other stakeholders  
Review program reports for accuracy and ensure that all program reports are submitted timely to funding sources, management, staff, and other designated partners  
Evaluate program effectiveness to develop improved methods; analyzes results and
Building and Fostering Relationships

Confers with and advises staff, interns, and others to provide technical advice, problems solving assistance, answers to questions and program goals and policy interpretations; refers to appropriate department person or Program Director when unable to respond

Conducts outreach and markets agency programs to businesses, educational entities, governmental organizations and the community

Collaborate with community partners and stakeholders to build community support for programs and services

Represents the agency in an informed and courteous manner with all external contacts, while engendering few, if any, complaints from those contacts

Perform other duties as assigned.

Qualifications

Undergraduate degree in a field appropriate to the area of assignment and two years of program coordinator experience or any equivalent combination of experience and/or Master's degree from which comparable knowledge, skills, and abilities have been achieved

Demonstrated proficiency in written, oral, and spoken communication

Ability to establish and maintain effective working relationships with clients, co-workers, stakeholders, and the public

Proficient in the use of computer software, with special emphasis on Microsoft Word, Excel, and Access

Self-directed and capable of completing projects on time

Strong interpersonal skills and the ability to work in diverse community groups

Salary/Hours

Full-time

Employer/Agency

Change Happens

Address

3353 Elgin Street

City, State, Zip

Houston, TX 77004

Contact Person

Erica Davis

Contact Title

COO

Telephone Number

713-374-1200

Email Address

employment@changehappenstx.org

Application Method

www.changehappenstx.org/careers

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.