

Job Title	Programs Coordinator
Employer/ Agency	Center for Urban Transformation
Job Description	<p>The Fifth Ward, one of Houston’s most historic and most distressed neighborhoods has systemic problems that are rooted in undervaluing the people and institutions of this robust community. The resulting inequitable access to resources and generational poverty and trauma – have become impediments to creating a community where people enjoy learning, living, working, playing, and thriving. The Center for Urban Transformation (CUT) seeks to hire a Programs Coordinator (PC who will creatively engage and promote participant-driven activities and strategies, especially within 5th Ward middle and high schools to strengthen empathy-based practices.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Primary afterschool program (CUT Club) coordination, including maintaining space, supplies, calendar of facilitators, and communicating needs to Programs Manager • Logistics planning and execution for our afterschool program, Empathy Institute (restorative justice trainings and facilitation), and our community planning initiative. This may involve carrying and ordering supplies and food, collaborative calendaring, arranging facilities, catering, room set-up, signage, displays/audio-visual equipment, printing, sign-in's, feedback collection, volunteers, and payment disbursements. • Maintain records and input data into a database, such as for payments for sub-contractors, participant attendance, and feedback collection. • Social Media: Instagram management and overall social media strategy planning with Administrative Coordinator. • Volunteer outreach & coordination support. • Supporting Empathy Initiative Project Manager in any other duties as assigned.
Qualifications	<p>Bachelor’s OR equivalent professional experience/training. Experience working with youth and/or young adults (ages 12-24) Valid State Driver’s License Smart phone with unlimited data (the Center utilizes Zoom for all communications) Capacity to perform frontline work in different settings (schools, public spaces, office, distressed communities, etc.) Ability to lift up to 30 pounds and avoid the possibility of injury to yourself or a coworker.</p>
Salary/Hours	\$42,000 annually
Address	3300 Lyons Ave. Ste. 103
City, State, Zip	Houston, TX 77020
Email Address	info@fwtransformation.org
Application Method	Apply on Indeed: https://www.indeed.com/viewjob?cmp=Center-for-Urban-Transformation&t=Program+Coordinator&jk=325548f9f25a9f94&q=Center+For+Urban+Transformation&vjs=3
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.