

Job Title	Program Administrator
Employer/ Agency	Change Happens!
Job Description	Under the direction of the Chief Executive Officer, coordinates and manages day-to-day oversight of program administrative activities. Duties include communicating between program managers, coordinators, and other staff to ensure that programs are executed with fidelity and that guidelines and policies comply with all funding entities. The Program Administrator will complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: monitoring and coordinating program activities; assisting with special projects; designing and producing complete documents, reports and presentations; collecting and preparing information for meetings with staff and outside parties; conduct research activities in preparation for funding requests, performance reports, dissemination of information to stakeholders and other interested parties; and monitor effectiveness of program and recommend adjustments as needed.
Qualifications	The following requirements are desired for this position: <ul style="list-style-type: none"> • Bachelor's degree required. Master's degree preferred. • 3-5 years related work experience • Previous exposure to or experience in government, nonprofit, social impact, and project management • Ability to see the larger system; global organizational viewpoint • Excellent organizational and leadership skills • Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to inquiries from a wide variety of stakeholders in a high-quality and courteous manner. • Excels in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of dynamic transformation effort • Comfortable with ambiguity and non-routine situations • Strong ability to execute work with a diversity, equity, and inclusions lens • Expert proficiency with Microsoft Office and desktop publishing software; social media platforms and ability to design and edit graphic presentations and materials
Salary/Hours	\$68,000 - \$75,000, Full Time Exempt
Address	3353 Elgin Street
City, State, Zip	Houston, TX 77004
Contact Person	Erica Davis
Telephone Number	713+-374-1200
Email Address	edavis@changehappenstx.org
Application Method	https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=37046&clientkey=F EFA6CE878BD0CE67EF82F4829BDFABE
Opening Date	Immediately

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