

Job Title	Health Project Coordinator
Employer/ Agency	Chinese Community Center
Qualifications	<p>MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Social Work, Social Services, or healthcare related field. • Strong computer skills, including demonstrated experience with MS Office. <p>Bilingual (Asian language).</p> <p>PREFERRED QUALIFICATIONS</p> <ul style="list-style-type: none"> • 2 years working experience coordinating educational and community activities. • 1-2 years’ experience working in a non-profit agency. • 1-2 year experience with networking and developing collaborations.
Job Description	<ul style="list-style-type: none"> ○ Project Coordination ○ Coordinate with community partners and volunteers on activity logistics. ○ Maintain accurate and up-to-date logs and track participant data. ○ Provide data or research to support programming reports updating funders on a monthly, quarterly, or annual basis depending on project’s requirements. ○ Provide marketing and outreach materials. ○ Assist in the day to day duties of the Senior Dept. programs. ○ Provide translating services for clients when necessary. ○ Translation of documents, marketing materials or presentations when necessary. ○ Professional Development ○ To perform the job successfully, the incumbent must be able to satisfactorily attend professional development trainings and stay aware of the Center’s policies and procedures.
Salary/Hours	DOE
Address	9800 Town Park Dr,
City, State, Zip	Houston, TX 77036
Contact Person	Rashmi Sharma
Contact Title	HR Manager
Telephone Number	7132716100 x 109
Email Address	hr@ccchouston.org
Application Method	Email
Opening Date	Immediately

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