

Job Title	Program Coordinator-Education for Life
Employer/ Agency	Down Syndrome Association of Houston
Job Description	<ul style="list-style-type: none"> · Coordinates the E4L Program including, but not limited to enrolling new participants · Create lesson plans for all E4L participants · Utilize best-practice techniques to facilitate life-long learning in adults with intellectual disabilities · Facilitate learning through the use of technology · Produces timely reports and billing statements · Ensure all participants are signed in and out correctly each day · Supervise E4L volunteers and interns · Create purchase requests for lesson needs · Work cooperatively with staff, external stakeholders, and volunteers · Manage multiple projects simultaneously with attention to detail and accuracy while adhering to deadlines in a fast-paced environment · Produce data-driven participant reports as required · Treat all program participants as adults with unique goals, wishes, and dreams · Other duties as assigned by the Executive Director and Program Director
Qualifications	<ul style="list-style-type: none"> · High school diploma · Passion for lifelong learning in adults with intellectual disabilities · Bilingual English/Spanish preferred
Salary/Hours	\$12-16 an hour/Monday-Friday 8 am-5 pm
Address	7115 West Tidwell Road, Building K #106
City, State, Zip	Houston, TX 77092
Contact Person	Glenn Urbach
Contact Title	Executive Director
Telephone Number	713.682.7237
Email Address	glenn.urbach@dsah.org
Application Method	Please email your resume and cover letter to Glenn Urbach at glenn.urbach@dsah.org
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.