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| Job Title | Director of Senior Community Services |
| Employer/ Agency | Evelyn Rubenstein Jewish Community Center of Houston |
| Job Description | <p>The Evelyn Rubenstein Jewish Community Center is seeking qualified applicants for the position of Director of Senior Community Services.</p> <p>The duties of this position include supervising the RSVP program staff and Foster Grandparents Program and Senior Companions Program managerial staff, developing and managing the RSVP budget, maintaining all RSVP financial, project and volunteer records, completing required federal and local reports, conducting public awareness activities, training and working with Advisory Councils, grant writing/funds development, and representing AmeriCorps Seniors programs in the community.</p> |
| Qualifications | <p>Bachelor's degree or four to six years' experience working with government-regulated programs, budgets and grants</p> <p>Strong fiscal management and accounting skills</p> <p>Strong supervisory skills</p> <p>Strong public speaking skills</p> <p>Ability to work a variable schedule</p> <p>Knowledgeable of Microsoft Office, including Word, Excel, Publisher, and PowerPoint</p> <p>Ability to multi-task</p> <p>Ability to delegate</p> <p>Ability to perform community outreach</p> <p>Valid driver's license and liability insurance</p> <p>Ability to successfully pass National Service Criminal History Check process</p> |
| Salary/Hours | <p>Salary based on education and experience.</p> <p>This is a full-time, exempt position.</p> |
| Address | 5601 S. Braeswood |
| City, State, Zip | Houston, TX 77096 |
| Contact Person | Joel Dinkin |
| Contact Title | Chief Executive Officer |
| Telephone Number | 713-729-3200 |
| Fax Number | 713-551-7223 |
| Email Address | jdinkin@erjcchouston.org |
| Application Method | Must apply online at https://www.erjcchouston.org/general/career-opportunities/ |
| 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.