

Job Title	Serve Houston Outreach and Member Coordinator
Employer/ Agency	Interfaith Ministries for Greater Houston
Job Description	<p>The SERVE HOUSTON Outreach and Member Coordinator is responsible for recruiting and coordinating SERVE HOUSTON AmeriCorps members and supports the SERVE HOUSTON Leadership Team in the development and implementation of program and recruitment materials, resources and initiatives that will be used to recruit high quality college level members.</p> <ul style="list-style-type: none"> •Develop, implement, and track an efficient and reliable promotional and recruitment strategy, plan, and materials in coordination with Marketing and Communications to attract a large candidate pool of highly interested college, gap year, recent graduates, and college aspiring students with a commitment to community service to apply to be a SERVE HOUSTON AmeriCorps Member •Develop, maintain, and coordinate Member screening, interview, tracking, and selection process •Maintain ongoing oversight of Member activities, deliverables, attendance, time sheets, and other responsibilities in full compliance with AmeriCorps requirements •Develop and implement on-boarding and off-boarding process for Members in compliance with AmeriCorps and Interfaith Ministries requirements that includes welcome packages, project kits and marketing collateral, background checks, completion of hours and terms of service, and completion status reporting. •Develop procedures and playbooks for various roles within the program including but not limited to Members, Project Supervisors, and Program Leadership Team. •Prepare training materials including but not limited to agendas, activity worksheets, and learner workbooks. •Develop program evaluation tools (example: pre/post-tests, focus groups) and summaries to capture feedback from program participants and other stakeholders. •Serve as a liaison to OneStar/AmeriCorps/Volunteer Houston/IM teams with oversight of SERVE HOUSTON •Keep excellent records of all service hours and interactions with Members, Project Sites, and SERVE HOUSTON Team
Qualifications	<ul style="list-style-type: none"> •Bachelor’s degree required. Master’s degree desirable. •Advanced competency with Microsoft Office products suite, ZOOM (or other video conferencing system), and Google Drive products, and Salesforce required •Exceptional verbal and written communication skills and ability to make public presentations to groups of all sizes required •Intermediate graphic design skills desirable •Recruitment and human resources experience desirable •Experience creating group activities and corresponding materials desirable •Intermediate data organization skills desirable •Excellent organizational and time-management skills and a heightened ability to manage multiple priorities and deadlines required •Strong problem-solving skills, with an ability to effectively handle complicated situations with flexibility and calmness required •Exceptional interpersonal skills, experience working with individuals and groups from diverse cultural backgrounds required •Current driver’s license and auto insurance required

Salary/Hours	\$18.75/hr. Monday – Friday 8:00am to 5pm
Address	3303 Main Street
City, State, Zip	Houston, TX 77002
Contact Person	Cynthia Middleton
Contact Title	Human Resources Generalist
Telephone Number	713-533-4906
Email Address	cmiddleton@imgh.org
Application Method	www.imgh.org
Opening Date	Immediately

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