

Job Title	Program Manager
Employer/ Agency	Team Achilles Kids
Job Description	<p>We are seeking energetic and dedicated leaders to fill the part time (10 hours/week) position of Program Manager in Houston. The Team Achilles Kids Program Manager is responsible for managing and coordinating all activities, plans, and events (workouts and races) around the Team Achilles Kids programming. This role manages relationships with Team Achilles Kids members, families and volunteers. Reporting directly to the Achilles Kids Director, this role also brings valuable perspective to the Achilles Kids team.</p> <p>Major tasks and responsibilities of position:</p> <ul style="list-style-type: none"> • Coordinate and manage Team Achilles Kids program • Responsible for successful organization and execution of weekly workouts, activities and events including races • Manage communication with stakeholders including parents, kids, volunteers and local chapter leadership
Qualifications	A Bachelor's degree or equivalent plus 2-4 years' experience in the disability field, special education, or children's sports programs, and non-profit experience preferred. Strong written and oral communication skills with children and their parents of all ability levels are a must.
City, State, Zip	Houston TX
Contact Person	Karen Lewis, Director
Telephone Number	212-354-0300
Email Address	kids@achillesinternational.org
Application Method	Submit application including a resume and cover letter to above email
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.