



POSITION ANNOUNCEMENT
PROGRAM COORDINATOR

Background

Founded in 1990 as the Greater Houston Women's Foundation, The Women's Resource of Greater Houston provides free financial education and research so that women and girls have the knowledge they need to make sound financial decisions and improve their lives. We accomplish this mission by annually teaching free financial education classes to over 5,000 individuals; implementing Project LEAD (Leadership Education and Development) for at risk middle and high school grade girls; and supporting research on issues critical to women, girls and families.

The Women's Resource seeks a qualified candidate to coordinate our volunteer program and relationships with partner agencies. This is a **part-time position for 30 hours per week on Monday-Thursday of each week.**

The Program Coordinator will be responsible for the tasks listed below.

- ❖ Maintain strong relationships with partner agencies and volunteers.
- ❖ Respond to requests from and follow up with prospective volunteers.
- ❖ Conduct monthly volunteer orientation at The Women's Resource office.
- ❖ Oversee volunteer intake process to include completing background screenings and reviewing and filing documents.
- ❖ Complete class request forms for all financial education classes, prepare monthly class list, and schedule volunteer instructors to teach classes.
- ❖ Schedule a minimum of 40 financial education classes per month with partner agencies.
- ❖ Collect class demographic data from volunteers and enter into database.
- ❖ Produce monthly demographic and outputs data reports and make necessary copies of class forms.
- ❖ Serve as a backup for volunteer instructors if a volunteer is unable to teach a scheduled class.
- ❖ Request/order class materials as needed.
- ❖ Work with Program Manager to ensure annual goals are met.

The ideal candidate will have an understanding of how financial education affects an individual and experience in the following areas:

- Volunteer management
- Financial education and/or asset building
- Community/neighborhood based programs

Qualifications

- Must enjoy working with people and demonstrate patience, professionalism, and tact in interpersonal communication.
- Self-directed, independent worker who takes initiative and is able to solve problems.
- High level of attention to detail and ability to respond to deadlines on time.
- Advanced proficiency in Microsoft Outlook, Word and Access are required.
- Highly motivated and resourceful individual.
- Able to work in a fast-paced environment while managing multiple priorities.
- Excellent organizational, verbal, written, and interpersonal communication skills.
- Professional that works with poise, confidence and team-oriented approach.
- Flexible and positive attitude, sense of humor, patience, character and integrity.
- Non-profit experience or demonstrated understanding of the field is a plus.

Position Opening Date: Immediate

Application Process

The position will remain open until filled. All candidates are asked to EMAIL the three documents listed below to info@thewomensresource.org.

1. Cover letter stating how your skills are a match for the position requirements and duties
2. Resume
3. Writing Sample (1 - 2 pages, 12 point font) that addresses the question- How does financial education help families?

Documents should be addressed to: Kelly Keith, Program Manager

Only qualified applicants that submit ALL documents requested above will be considered.

We appreciate your interest in our organization.

NO PHONE CALLS OR EMAIL INQUIRIES PLEASE

The Women's Resource of Greater Houston is an equal opportunity employer.