

<b>Job Title</b>	Program Specialist
<b>Employer/ Agency</b>	Alexander JFS
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Record, organize, and manage client and agency information to ensure accurate and timely documentation.</li> <li>• Compile, record, and evaluate personal and financial data to verify completeness and accuracy, and to determine eligibility and fee status.</li> <li>• Monitor clients' ongoing career and financial status.</li> <li>• Keep records of assigned cases and prepare reports.</li> <li>• Accurately assess clients' interests, aptitude, skills, and barriers to employment.</li> <li>• Assist clients in selection and enrollment in education and training programs; provide follow-up support to ensure retention and successful completion.</li> <li>• Connect clients with internal and external community resources.</li> <li>• Assist in revenue growth through new contracts, assisting with grant writing and reporting and supporting efforts to secure philanthropic funding.</li> <li>• Other assignments as needed or assigned by management</li> </ul> <p><b>Career Coaching Tasks:</b></p> <ul style="list-style-type: none"> <li>• Record, organize, and manage client and agency information to ensure accurate and timely documentation.</li> <li>• Compile, record, and evaluate personal and financial data to verify completeness and accuracy, and to determine eligibility and fee status.</li> <li>• Monitor clients' ongoing career and financial status.</li> <li>• Keep records of assigned cases and prepare reports.</li> <li>• Accurately assess clients' interests, aptitude, skills, and barriers to employment.</li> <li>• Assist clients in selection and enrollment in education and training programs; provide follow-up support to ensure retention and successful completion.</li> <li>• Connect clients with internal and external community resources.</li> <li>• Assist in revenue growth through new contracts, assisting with grant writing and reporting and supporting efforts to secure philanthropic funding.</li> <li>• Other assignments as needed or assigned by management.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Proficient computer skills including Microsoft Office Suite, social media, and internet research.</li> <li>• Ability to learn a database system.</li> <li>• Ability to use approved testing and assessment instruments appropriately under supervision.</li> <li>• Ability to make formal and informal presentations.</li> <li>• Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on an</li> </ul>

	<p>understanding of organizational policies.</p> <ul style="list-style-type: none"> <li>• Ability to manage complex projects and multi-task.</li> <li>• Strong relational and networking interpersonal skills.</li> <li>• Strong written and oral communication skills.</li> <li>• Adept problem-solving skills, ability to think creatively, and to implement innovative ideas.</li> <li>• Current knowledge of general principles and methods of job search including resume writing, networking, and interviewing skills.</li> <li>• Ability to always maintain confidentiality and professionalism.</li> <li>• Bilingual skills preferred.</li> </ul> <p><b>Education &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree required in business, human resources, marketing, psychology, career development, social work, or vocational rehabilitation.</li> <li>• Minimum 1 year of work experience in an office environment completing administrative tasks.</li> <li>• Ability to complete career specialist certifications within one year of employment.</li> </ul>
<b>City, State, Zip</b>	Houston, TX
<b>Contact Person</b>	Laura Alter, Manager Career and Employment Center
<b>Email Address</b>	lalter@alexanderjfs.org
<b>Application Method</b>	Send resume to the above email.
<b>Opening Date</b>	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 [mawjobs@central.uh.edu](mailto:mawjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.