

Job Title	Program Coordinator – Navigator Position
Employer/ Agency	Civic Heart Community Services
Job Description	<p>The Program Coordinator is responsible for planning, coordinating, and monitoring the day-to-day Navigator Program activities. Other responsibilities include quality assurance monitoring, gathering data, compiling data to complete performance reports, and directing staff to achieve program and organizational goals and objectives.</p> <ul style="list-style-type: none"> ▪ Coordinate and provide oversight to ensure compliance with funding sources and agency protocols and policy standards. ▪ Assist in coordinating and administering daily program operations, including supervision and liaising with program coordinators and other staff. ▪ Coordinate and support information sharing between agency staff. ▪ Anticipate problems and respond proactively; troubleshoot concerns and issues as they arise. ▪ Coordinate activities of agency programs with inter-related activities of other programs, departments, or staff to ensure optimum efficiency and compliance with appropriate policies, procedures, and specifications. ▪ Monitor developing trends and available services relevant to assigned programs and plans accordingly. ▪ Provide work direction, as necessary, to manage staff. ▪ Perform other duties as assigned ▪ Foster and develop relationships with partner organizations. ▪ Develop effective strategies to reach program goals. ▪ Procure goods and services to meet program needs. ▪ Monitor the timeline to ensure program goals are achieved. ▪ Perform related duties as assigned. ▪ Monitor and evaluate program activities to ensure compliance. ▪ Monitor and evaluate compliance with agency policy and procedures; make recommendations as appropriate to ensure adherence. ▪ Recommend and take appropriate corrective action to ensure programs comply with funding sources. ▪ Prepare and deliver oral and written reports, recommendations, and presentations to Executive Management, Board, staff, and other stakeholders. ▪ Review program reports for accuracy and ensure that all program reports are submitted timely to funding sources, management, staff, and other designated partners. ▪ Evaluate program effectiveness to develop improved methods analyze results and recommend and/or take appropriate action. ▪ Perform related duties as assigned. ▪ Confer with and advise staff, interns, and others to provide technical advice, problem-solving assistance, answer questions, program goals, and policy interpretations. ▪ Conduct outreach and market agency programs to businesses, educational entities, governmental organizations, and the community.

	<ul style="list-style-type: none"> ▪ Collaborate with community partners and stakeholders to build community support for programs and services. ▪ Represent the agency in an informed and courteous manner with all external contacts, while engendering few, if any, complaints from those contacts ▪ Perform related duties as assigned.
Qualifications	<ul style="list-style-type: none"> ▪ Master’s degree or equivalent experience in a related field. ▪ Minimum of three to five years relevant experience in organizational development, operations, program development, direct service management, strategic planning, organizational change, social justice, advocacy, organizing, juvenile justice or related fields. ▪ Well organized, detail-oriented, and can execute multiple projects. ▪ Ability to adapt to a dynamic and changing environment. ▪ Strong interpersonal skills and the ability to work with diverse groups are required. ▪ Possess excellent organizational, verbal, and written communication skills and proven expertise in successful management of projects.
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://tinyurl.com/55tb42nx
Opening Date	Immediately (Applications close December 6 th)

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