

Job Title	Family Services Manager
Employer/ Agency	Fort Bend Habitat for Humanity
Job Description	<p><u>ADMINISTRATION</u></p> <ul style="list-style-type: none">• Prepare and manage department reports• Accurately document program data and information• Support general office management functions <p><u>PROGRAM MANAGEMENT</u></p> <ul style="list-style-type: none">• Serve as the primary advocate for the partner families through the process from selection to post-closing activities• Assist families in developing home ownership skills through the development and implementation of support services• Understand and manage federal and state housing assistance programs• Manage participant family mortgages• Serve as the primary information contact for all partner families• Review, evaluate, and improve family services selection process• Follow Habitat for Humanity International guidelines and all state and federal regulations• Communicate effectively and regularly with program families and applicants• Attend regular trainings to maintain program compliance
Email Address	habitat@fortbendhabitat.org
Application Method	To apply, please email your resume to habitat@fortbendhabitat.org
Opening Date	Immediately

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