

Job Title	LGBTQ+ Community Center Director
Employer/ Agency	the Montrose Center
Job Description	<p>The LGBTQ+ Community Center Director is responsible for the overall operations of the Montrose Center's Community Center located on the Montrose Center's first floor. This role involves managing building operations, creating and facilitating programming, representing the Center externally, and fostering a strategic vision to enhance its role as a hub for the LGBTQ community in the Houston Metropolitan area. The Director will also oversee the Montrose Center's volunteer network and collaborate across teams to ensure the Community Center meets programming objectives promoting community health and wellness.</p> <p>Reports to: Chief Operating Officer</p> <p>Core Duties and Responsibilities:</p> <p>Building Operations:</p> <ul style="list-style-type: none"> • Oversee all aspects of community center building operations, including managing room rentals and building access. • Ensure the facility is well-maintained, safe, and accessible to the community. <p>Programming:</p> <ul style="list-style-type: none"> • Develop and facilitate diverse programming that meets the needs of the LGBTQ community. • Evaluate and improve programs based on community feedback and evolving needs. <p>Community Representations:</p> <ul style="list-style-type: none"> • Serve as an external representative to community organizations and stakeholder groups. • Build and maintain partnerships to increase access to the Community Center and other Montrose Center functions. <p>Strategic Vision:</p> <ul style="list-style-type: none"> • Create and implement a strategic vision that positions the Community Center as a go-to hub for LGBTQ individuals in the Houston Metropolitan area. • Identify opportunities for growth and innovation in Center services and outreach. <p>Volunteer Network Management</p> <ul style="list-style-type: none"> • Oversee the Center's volunteer network, including recruitment, onboarding, and matching volunteers with appropriate opportunities. • Ensure volunteers are well-trained, supported, and

	<p>recognized for their contributions.</p> <p>Staff Resource</p> <ul style="list-style-type: none"> • Serve as a resource for staff regarding Center operations, access, and programming opportunities. • Provide guidance and support to staff to enhance the overall effectiveness of the Center's services. <p>Team Collaboration</p> <ul style="list-style-type: none"> • Collaborate with other Montrose Center teams to maximize the use of the Community Center. • Work together to meet programming objectives that promote community health and wellness. <p>Management Team Participation</p> <ul style="list-style-type: none"> • Participate actively in the Montrose Center's Management Team. • Contribute to organizational planning, policy development, and decision-making processes.
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Social Work, Public Administration, or related field (Master's preferred). • Minimum of 2 years of experience in community center management or similar role. • Proven experience in program development and facility management. • Strong leadership and team-building skills. • Excellent communication and interpersonal skills. • Experience working with LGBTQ+ communities and demonstrated cultural fluency in LGBTQ+ identities and emerging concerns • Strong commitment to racial justice and a demonstrated ability to create collaborations and initiatives that reflect an understanding of intersectionality • Ability to work flexible hours, including evenings and weekends as needed.
Address	401 Branard St, 2 nd floor
City, State, Zip	Houston TX 77006
Application Method	https://montrosecenter.bamboohr.com/careers/147
Opening Date	Immediately

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