UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK

Date Posted: 12/18/2024

Job Title	Program Associate
Employer/ Agency	re:MIND
Job Description	The Program Associate assists in the leadership and direction of our support group program. This is accomplished primarily by managing and guiding facilitators, as well as marketing and networking for support group locations within assigned territory. Please click here for full job description: https://www.remindsupport.org/forms/job-application-ps/
Qualifications	- Bachelor's degree in Social Work, Counseling, or Psychology is required. - Case management-related experience is required. - Experience with leadership or supervision is required. - Clinical experience working with individuals and groups is preferred. - Knowledge of a wide array of community resources is a plus. - General knowledge of mood disorders. - Must have strong communication, critical thinking, and organizational skills. - Ability to juggle multiple projects in a time-sensitive fashion. - Ability to work well in a small-team environment. - General knowledge of MS Office such as PowerPoint, Word and Excel. - This is a hybrid position. Remote and in-office (Uptown) availability is needed. - Some evenings and weekends are required, with advance notice. - Ability to travel within the Greater Houston area as needed.
Salary/Hours	Full time position $40,000-$47,000, salary commensurate with experience. Health and life insurance, retirement plan, vacation and holiday schedules are offered with employment.
Address	Central Houston (near Galleria)
City, State, Zip	Houston, TX
Contact Person	Joyce Wang
Telephone Number	713-600-1136
Fax Number	832.730.2283

Email Address	programming@remindsupport.org
Application Method	Apply Here: https://www.remindsupport.org/forms/job-application-ps/
Opening Date	Immediately (Closes 01/31/2025)

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 mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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