

Job Title	Emergency Services – Central Manager
Employer/ Agency	Christian Community Service Center
Job Description	<p>Christian Community Service Center is a well-established social service organization in central/southwest Houston working to alleviate the effects of poverty. CCSC is currently searching for a professional leader to join our staff as the full-time Program Manager of Emergency Services-Central.</p> <p>Emergency Services-Central is CCSC’s original program, created to meet the basic needs of clients in crisis. A team of staff and volunteers provides individualized services including groceries, clothing, referrals to helping agencies, and emergency payment for rent, utilities or medical needs.</p> <p>The Program Manager is responsible for overseeing service delivery to clients on our main campus near Greenway Plaza. The full-time position supervises 1 full-time and 2 part-time assistant managers and ensures effective operations through leadership, coordination of volunteers, resources and materials, and community collaborations.</p>
Qualifications	College degree in social work or related field; ability to excel in a fast-paced environment with competing priorities; 3-5 years of volunteer and or program management experience; outstanding organization skills; a passion for service; demonstrated leadership skills; and computer proficiency. Spanish fluency and database experience are preferred.
Salary/Hours	Benefits include competitive salary, 35-hour weekly work schedule in a faith-based environment, generous PTO offerings, medical insurance and a 403(b)-retirement offering with agency matching component.
Address	3434 Branard St
City, State, Zip	Houston, TX 77027
Contact Person	Karen Holloman, Program Director – Basic Needs/Children
Email Address	jobs@ccschouston.org
Application Method	To apply, please send a letter of interest and resume to: jobs@ccschouston.org with Emergency Services – Central Manager in the subject line.
Opening Date	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 mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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