



Program Coordinator

Humble Area Assistance Ministries (HAAM) is an interfaith organization that helps community residents in crisis by providing essential resources to move toward self-sufficiency.

Summary: The Program Coordinator, is responsible for the administration of HAAM Social Services Programs, works closely with Coordinators and Management team. Ensures client quality of services, program quality assurance and improvement. Provides oversight to volunteers and interns. Basic Skills/Responsibilities: Ability to develop strong working relationships with clients, staff, volunteers, interns, management team and community agencies. Must be willing and able to make last-minute changes to accommodate job responsibilities and have strong problem solving skills. Ability to work and communicate well in a team environment. Conduct presentations about program, services, new initiatives, budget and database updates. Excellent communication skills – written and oral. Ability to handle multiple, concurrent projects. Have excellent organizational skills. Ability to communicate in a direct manner with staff, volunteers, vendors and maintain good public relations. Ability to address arising problems and provide an array of supportive guidance to Case Managers, volunteers and interns. Ability to track services, reporting and grant contracts. Bilingual in English and Spanish preferable.

- **Experience:** Minimum of 3-5 years of experience that must include direct client interaction, supervisory duties, ability to develop and conduct presentations/trainings and administration of grants and budgets. Bachelor's degree in social work, social science, psychology or related fields. Proficient using: Microsoft office, data base systems, common social media outlets and office equipment.
- **Education:** Bachelor's Degree in Social Work, Social Science, Psychology or related fields.