

Career Gear of Greater Houston, is a non-profit organization that serves Harris and the surrounding counties. Career Gear is a workforce support services agency that serves economically-disadvantaged, job-seeking men and male youth through their last piece of the job search – to be job-ready and dressed in confidence for their upcoming job interview or job fair.

**PROGRAM COORDINATOR REQUIREMENTS**

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- 2+ years' experience in a professional office environment, preferably non-profit
- literacy in Microsoft Office Suite (Word, Excel, Outlook , and PowerPoint)
- ability to perform Internet research for projects, events, and as needed to complete assigned job task
- data input skills that include accuracy and accountability with 10-key by touch
- High School diploma or GED equivalent required
- Some college level courses in business, office skills, or professionalism

**PROGRAM COORDINATOR PRIMARY FUNCTIONS**

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- manage client and volunteer schedule for programming
- execution of member organization communications
- coordinate and help facilitate member organization orientations
- ensure all referring organizations are following referral policy
- maintain member organization data base
- send monthly correspondence and updates to member organizations
- data entry for new clients and member organizations
- assist in coordination of scheduling for all SuitUp & GearUp appointments
- maintain programming calendar and online referral system
- answer incoming calls and return voicemails

**PROGRAM COORDINATOR EXPECTATIONS**

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- know the CGH story and history to be proactive to explain mission, vision and goals of organization
- maintain clean, orderly facilities specifically the intake area
- be punctual and engaged during business hours
- flexibility to meet with Executive Director
- strong communications (verbal and written) and customer services skills are required
- be able to follow procedures in difficult situations
- be able to multitask and keep calm under pressure
- support CGH internal and external events
- be able to lift at least 15 lbs

**EXPECTED WORK SCHEDULE**

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Monday - Thursday	9:00am-4:00pm
Friday	9:00am-2:00pm
2 <sup>nd</sup> Saturday	9:00am-4:00pm (may alternate, month to month)

Clients will be suited at Career Gear at 10:00am, 11:00am, 1:00pm and 2:00pm on Tuesdays, Wednesdays, Thursdays and the second Saturday of the month.

Monday and Friday serve as administrative days.

**COMPENSATION**

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- based on experience level
- hourly compensation entry level starting at \$12-15 per hour
- Benefits at 6 months
- Paid time off and sick days

Qualified candidates should apply via email introduction with an attached resume.

***Please follow these instructions when submitting your interest.***

**Email to:** [employment@careergearhouston.org](mailto:employment@careergearhouston.org)

**Subject Line:** *Employment Opportunity: Program Coordinator*

**Email Body:** Short personal introduction of yourself and why you are interested in joining the Career Gear Team.

**Attachment:** Your resume

Please email all questions to [employment@careergearhouston.org](mailto:employment@careergearhouston.org)

Career Gear Houston is an equal opportunity employer.

For additional information regarding Career Gear Greater Houston's mission  
please visit our web site at [www.careergearhouston.org](http://www.careergearhouston.org)