

Date Posted: February 1, 2012

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Vulnerable Populations Administrator – Closing Date February 17, 2012

Employer/ Agency: GCCSA – Gulf Coast Community Services Association

Job Description:

The primary scope of this position is to manage programs and staff that relate to vulnerable populations in poverty (youth in "at risk" circumstances, people with disabilities, seniors, etc.). The person in this role will oversee programs such as the GCCSA Transportation Program, and the Revitalization Project. The person in this role will create strategic partnerships to develop and enhance GCCSA's scope of services, develop efficient service models, and foster an environment for providing exemplary customer service to clients. The most coveted characteristics of the person filling this role are as follows:

- Intuitive
- strategic
- critical thinking skills
- an ability to evolve concepts into action
- a team player
- strong communication skills
- the ability to finish
- creates "results" and not "excuses"

The ideal candidate for this position would work closely with all applicable parties to help make the mission of GCCSA operational in an ethical and conscientious way.

Essential Duties and Responsibilities

- Create reports both written and oral in a punctual manner as directed.
- Establishes essential and relevant partnerships with community organizations, civic clubs, community organizers, corporations, and other key stakeholders
- Supervise from 1-5 employees focused on providing services to vulnerable populations
- Provides supplemental oversight to the delivery of specific Client Services program to customers
- To initiate programs that are statistically measurable and in line with the mission of the agency.
- Work cooperatively with colleagues, clients, and other stakeholders
- Monitors the efficiency of programs and, if applicable, makes recommendations for improvements or modifications based on sound fact and judgment.
- Helps create an environment that supports education, training, and development of staff
- Provides training on new initiatives, modifications to program, guidance from funding and regulatory agencies
- Must be able to execute based on regulatory and funding source guidance and mandates
- Must be able to foster an environment of teamwork and accountability
- Must be able to effectively manage budgets with optimum performance outcomes in mind
- Ensures accurate data is reflected in all reporting

- Provides leadership, guidance, strategic vision, and strategic planning for performing job-related duties as assigned by Director of Client Services
- Helps foster and generate a positive perception of GCCSA internally and externally verbally and functionally.
- Communicates with supervisor in the most responsible and efficient manner possible
- Engages in proactive and relevant projects meant to progress the agency
- Starts and completes tasks with an emphasis on professionalism, effective communication, and strong logistical process.
- Receives and accurately communicates information to internal and external stakeholders.
- Handles and maintains confidential material.
- Assist in department's tasks or projects as needed.
- Perform other tasks as assigned by supervisor.

Qualifications:

Bachelor's Degree from an accredited university. Minimum of three (3) to five (5) years experience in writing grant proposals and in fundraising/development. Must have a proven track history of success.

Hours: Varies, but generally M-F; 8-5

Salary: \$35,000.00 - \$45,000.00 (DOE)

Address: 9320 Kirby Dr.

City, State, Zip: Houston, TX 77054

Telephone: 713-393-4700

Fax:

E-mail Address: recruiter@gccsa.org

Application Method Preferred:

All applicants who meet the minimum qualifications for the posted position must complete an official GCCSA online employment application on our website at <http://tinyurl.com/2evm46v>. (Please click the link.) OR visit www.gccsa.org to apply online.

If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity. Thank you