

JOB OPENING AVAILABLE NOW!

PROJECT COORDINATOR for the HOUSTON COMMUNITY ACTION COUNCIL (HCAC) 2

The HOUSTON COMMUNITY ACTION COUNCIL (HCAC) 2 is a free program designed to empower young people (18-30 years of age) through training and experiential learning to become a voice for positive changes in their community. Participants will meet bi-weekly for training and civic engagement. HCAC2 is a continuation of a similar project that was part of the Houston Health Department (HHD) and Houston Health Foundation (HHF) and funded through a grant by the Episcopal Health Foundation.

The project is seeking to hire a Project Coordinator. This individual will be responsible for providing daily coordination of HCAC2 activities, interaction with participants on a regular basis and external relations with potential recruits, supporters and community partners. Specific responsibilities include but are not limited to:

- Develop mission/purpose of HCAC2 and participants' responsibilities
- Help direct development of HCAC2 program curriculum and activities. Use results of survey to determine possible topics/focus for program.
- Help direct development of marketing materials for HCAC2 program
- Play major role in recruiting HCAC2 participants
- Assist in identifying and working with prospective speakers, trainers and consultants as needed for program content
- Schedule and implement regular HCAC2 meetings, either in-person or virtually
- Connect and interact with HCAC2 participants on a regular basis through personal or interactive means
- Participate in regular grant team meetings with verbal and/or written summary of activities to date
- Facilitate HCAC2 meetings through mentoring, consensus-building and leadership through example
- Maintain financial and member recordkeeping
- Assist project liaison and project administrator as needed

This position will be a part-time (approximately 20 hours/week), contract-based, and temporary (up to two years based on funding and performance). He/she will be able to work remotely but must be available to meet in person as needed. Compensation will be competitive and commensurate with the applicant's qualifications and experience.

To apply, please email a cover letter stating why you are interested in this position and a resume that covers your education, previous employment and any relevant volunteer/civic experience by **Monday, January 3, 2022**, to:

Rogene Gee Calvert, Project Administrator, rogene@outreachstrategists.com