

<b>Job Title</b>	Full-Time Emergency Services Manager
<b>Employer/ Agency</b>	Christian Community Service Center
<b>Job Description</b>	<p><b>Position Summary:</b> The Emergency Services Manager contributes to effective program operations through interaction with clients, volunteer leadership, and coordination of resources, relationships and materials. This is a full-time position (35 hours per week, including occasional Saturday mornings and/or weekday evenings).</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>· Manage program operations by effectively leading volunteers and coordinating daily activities at a high level of efficiency. Responsibilities include client assessments/interviews, operation of a client choice food pantry, and administrative tasks related to both those areas.</li> <li>· Support and retain volunteers by providing excellent onboarding, ongoing guidance, on-the-job training and schedule coordination. Guide periodic volunteer groups on special projects.</li> <li>· Oversee inventory management (vendor interface, product ordering, overseeing food storage and equipment maintenance).</li> <li>· Perform personnel functions for one part-time direct report.</li> <li>· Network with external organizations to market client services as well as to engage outside organizations with complementary services for CCSC clients.</li> </ul>
<b>Qualifications</b>	<p><b>Certifications/Skills:</b></p> <ul style="list-style-type: none"> <li>· Bachelor’s degree in social work or a related field, experience may be substituted for education</li> <li>· 3 to 5 years of experience in program management and/or volunteer management with comparable responsibilities, preferably in a nonprofit environment</li> <li>· Demonstrated leadership skills</li> <li>· Problem-solving skills and budget management</li> <li>· Communication and collaboration skills</li> <li>· Organizational skills and attention to detail</li> <li>· Ability to work with diverse populations and provide culturally sensitive support</li> <li>· Computer literacy and proficiency in Microsoft Word and Excel</li> <li>· Bilingual fluency in English and Spanish strongly preferred</li> </ul>

	<ul style="list-style-type: none"><li>· Database experience preferred</li><li>· Reliable personal transportation required for local travel in the surrounding area and to the CCSC Central Campus</li></ul> <p>Due to the nature of this role, only Christian applicants will be considered.</p>
<b>Salary/Hours</b>	Full-time
<b>Email Address</b>	jobs@ccschouston.org
<b>Application Method</b>	Please send your resume and cover letter to jobs@ccschouston.org with “Emergency Services Manager” in the subject line. We look forward to hearing from you!
<b>Opening Date</b>	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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.