

CORPUS CHRISTI HOUSING AUTHORITY
NOTICE OF JOB VACANCY
INTERNAL/EXTERNAL POSTING

Job Posting Number:	<u>20-12</u>	Job Title:	<u>Youth Programs Coordinator</u>
Grade:	<u>9</u>	Opening Date:	<u>March 25, 2020</u>
Bi-Weekly Salary:	<u>\$880.00</u>	Per Hour:	<u>\$11.00</u>
		Closing Date:	<u>Open until filled</u>
Work Location:	<u>1455 Southgate Drive</u>		
Number of Openings:	<u>1</u>	Type of Opening:	<u>Full Time</u>
		Driver's License Required:	<u>Yes</u>

Job Summary:

Under general supervision of the of Resident Services Manager, provides administrative and field support for the Community for Youth Program to include the coordination of year-round youth programming for public housing youth ages 6-18. Organizes and implements programs to support the academic curriculum of the local school district. Develops & promotes educational enhancement programs supportive of drug-free, crime-free, & healthy interpersonal relationships. Exercises direction over personnel to ensure maximum effectiveness of delivery for all youth services. Work requires contact with the public. Also works collectively with the existing council to supplement and/or partner with activities which promote resident participation. Performs other duties as assigned.

Requirements:

1. Required Education and Experience: High School graduate or GED equivalent. Previous experience working with computers and various educational software programs. One (1) year experience working with a youth programming in a learning environment.
2. Required: Must hold a valid Texas drivers license and maintain a satisfactory driver's record. Transportation is required to perform job duties at various locations within the Housing Authority.
3. Required: Ability to work a flexible schedule, hours other than 8-5, in variable to include evenings and weekends, in variable weather conditions and overtime as required to meet Housing Authority goals and objectives.
4. Preferred: Associates degree in Arts in the human services or social services field.
5. Preferred: Ability to understand and converse in Spanish.

This is an INTERNAL/EXTERNAL position vacancy announcement with consideration open to current employees and the public. (All CCHA employees must have at least six (6) months experience in their current position prior to applying for another Housing Authority position). **Section 3 participants are encouraged to apply.**

APPLICATION INSTRUCTIONS

Applications must be submitted in writing on the Housing Authority application form to the Housing Authority Central Office at 3701 Ayers St., Corpus Christi, Texas 78415 or they can be emailed to careers@hacc.org. Application forms are available at the central office and on the Authority website @ www.hacc.org. Please be sure that your application is filled out accurately and in detail. Your application must be complete when submitted and include all required signatures. The Corpus Christi Housing Authority reserves the right to disqualify any application that is incomplete. Previous applications will not be considered. Please include a resume with your application.

All job offers are contingent upon the applicant passing a drug test, physical exam, criminal history check and driver record check prior to employment with the Corpus Christi Housing Authority.

In accordance with the Americans and Disability Act, if special accommodations are required, please contact the CCHA Human Resources Department at 361-889-3310

THE CORPUS CHRISTI HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER