



Position Title: Program Specialist
Reports to: Executive Director

Job Location: Houston, Texas	Position Type: Part Time
Education Level: High School	Salary Range: \$14.00 – \$16.00 Hourly
Travel Percentage: 50% (Milage Rate \$0.66)	Job Shift: Day
Job Category: Direct Services	Position Category: Mentor Program

Mission:

To mentor, educate and nurture young men regardless of ethnicity or sexual orientation within available resources allowed.

Vision:

M.E.N. Incorporated strives to provide young men with awareness and training needed to produce leaders that will contribute positively and successfully to society.

Expectation of All Employees: Show commitment to the core values of MEN Incorporated. Support the organization’s mission, vision, and ethics by displaying the following behaviors: integrity, openness, and honesty, listening and understanding, giving, and receiving constructive feedback, seeking a balance between personal and professional lives, dependability, and accountability.

Responsibilities: The Program Specialists are responsible for assisting in planning and facilitating mentoring and support services groups to school aged young men. Program Specialist will be assigned to local schools to engage weekly throughout the academic year. Program Specialist will also provide regular clerical and administrative support by maintaining membership database and preparing related reports, when requested. All employees may be asked to perform other job-related duties requested by the Executive Director.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent required.
- Current College Students Encouraged to Apply.
- Two years ‘experience working with youth and families preferred.
- Demonstrated ability and interest in working with youth required.
- Strong communication skills, both oral and written required. Bi-lingual, English/Spanish is a plus.
- Intermediate computer skills, including Microsoft Office (Word & Excel) required.
- Valid Texas driver’s license preferred.

APPLICATION AND SCREENING PROCESS

- On-line application
- Personal interview
- Personal references
- Federal Background Check
- Sex offender Registry background check
- Attend annual orientation and training.