



Program Coordinator, ELS (English Learner Success) – Part-Time

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

The Library currently seeks a part-time **Program Coordinator, ELS**. Responsibilities include:

- Promote student retention by creating a positive and welcoming atmosphere. Assist the Program Director with the oversight and implementation of all program components.
- Program set-up and wrap-up, oversee meal distribution, take attendance, distribute bus passes. Organize program materials and supplies, such as Library-owned Chromebooks and curriculum materials. Organize field trips and special events. Supervise program volunteers.
- Coordinate career exploration opportunities through “World of Work” workshops, career mentors, workplace site visits, and internship and summer employment opportunities
- Collect, monitor and analyze daily student attendance records. Gather demographic information on students, including country of origin, length of time in the U.S., languages spoken, gender, age, etc., and create an individual student profile. Collect and report data as required by the funder. Maintain the security and confidentiality of all student/family/program data.

****This is a temporary part-time (20 hours per week) grant funded position through 6/30/22 with the possibility of renewal****

QUALIFICATIONS:

Required

- Bachelor’s degree required
- Experience coordinating positive youth development and enrichment activities
- Experience working with a culturally and linguistically diverse student population
- Strong organizational and communications skills
- Ability to work effectively with others in a team
- Availability during after-school hours and flexibility to attend occasional special events on evenings/weekends

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Program Coordinator, ELS P/T** in the subject line of your email.

Hartford Public Library is an Equal Opportunity Employer.