

## **Project Coordinator IMLS**

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](http://www.hplct.org).

The **Project Coordinator IMLS** supports Hartford Public Library's mission and core values, and oversees the day-to-day management of the Institute for Museum and Library Services National Leadership three-year grant-funded project designed to support the financial integration of immigrants, refugees, and migrants as well as other financially disenfranchised populations. The incumbent manages the work of the IMLS project, including project planning, implementation, development, promotion, outreach, and grant budgets. This is a demanding position that requires the ability to multi-task and work effectively with diverse populations. This individual will be self-motivated, flexible, persistent, very attentive to detail and able to be an organizer and coordinator of many activities. This is a full time (37.5 hr/wk), grant funded role.

### **Responsibilities include:**

- Manage the development and implementation of the project, with oversight of all project activities, including outreach to and recruitment of program participants.
- Conduct intake interviews for all new candidates and establish and maintain case files with all forms and information from participant entry to exit of program(s).
- Coordinate, cultivate, and sustain productive relationships with program partners and participants.
- Oversee participant engagement and performance at the Savings and Credit Building Library Circles
- In collaboration with the Financial Capability Specialist, identify, train, match, and monitor Cultural Navigators.
- Identify, cultivate, and maintain relationships with key community partner agencies. Identify and refer participants to other resources and services as needed to achieve their financial goals.
- Assist with special projects as assigned and other tasks deemed necessary to achieve overall goals and operate a successful program.

- In collaboration with the Financial Capability Specialist coordinate and accurately maintain all record keeping, data collection, and financial tracking for the project. This includes maintaining records on participant attendance and progress, financial education and coaching sessions, asset acquisitions, and follow-up.
- As assigned support Project Evaluator with distributing surveys and other evaluation tools and collecting results.
- Coordinate meetings and prepare agendas, minutes, and reports.
- Manage, track, and oversee grant budget and deliverables, ensuring grant deliverables are met within budget parameters.
- Adhere to all guidelines related to confidentiality with sensitive financial and personal information.
- In collaboration with Project Manager, identify, train, match, and monitor Cultural Navigators.
- Assist with recruitment, support and oversight of Financial Coaches
- Collaborate on financial literacy curriculum modifications and implementation.
- Adhere to all guidelines related to confidentiality with sensitive financial and personal information.
- All other duties as assigned.

**Required:**

- Minimum of Bachelor Degree in human services, community development, business, or related field.
- Excellent communication skills; ability to speak Spanish proficiently or any language other than English a plus.
- Proven project management expertise to oversee complex projects, track project activities, and see activities through to completion.
- Strong interpersonal skills with the ability to initiate, build, and continuously strengthen partnerships with a diverse population.
- 2-year direct customer service and or case management experience.
- Self-motivated, quick study, and able to work effectively with minimum of supervision.
- Computer literate with proficiency in Microsoft Excel, Word, Outlook, Adobe, and PowerPoint.
- Strong mathematical ability with exceptional reasoning, problem solving, and analytical skills, including an ability to translate ideas and concepts into clear actionable items.
- Effective written and verbal communication skills.
- Engaging public speaking skills.
- Demonstrated ability to work collaboratively with co-workers.
- Ability to maintain confidential information.

- Available to work a flexible work schedule, including evenings and weekends as required.

**To Apply:** Please email resume and cover letter to [tap@hplct.org](mailto:tap@hplct.org) and reference “**Project Coordinator IMLS**” in the subject line of your email. Resumes will only be accepted by email.

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library’s vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

**Hiring Range: \$57,391.10 - \$64,143.04/yr DOE**

**Hartford Public Library is an Equal Opportunity Employer.**