

Project Manager –Adult Learning & TAP

Hartford Public Library is seeking full-time, Project Manager for the Adult Learning and The American Place department. Please submit your resume, cover letter, and job application (available online at <http://hplct.org/about/job-openings>). Applications accepted until filled.

Essential Functions

Responsible for writing grants for Adult Learning Services and The American Place.

Responsible for the successful implementation of grants to assure delivery of services, proper compliance and budget management. Maintains all proper documentation associated with grants as required prepares and manages grant audits for the division.

Responsible for the accurate preparation and timely submission of grant reports to funders.

Serves as key contact to ensure appropriate liaison with stakeholders to assure synergy and alignment with collaborative relationships associated with existing and new Adult Learning initiatives.

In collaboration with Chief Adult Learning Officer, identified programs associated with workforce development, entrepreneurship and training for nonprofit entities. Responsible for coordination and successful delivery of identified programs.

Prepares and participates in the development of professional presentations for the division.

Works with HPL Communication Manager to provide proper contents as required for marketing and communications of initiatives and programs.

Supports Chief Adult Learning Officer in the execution of key strategic initiatives.

Ability to work in a fast paced environment and manage multiple priorities.

Other duties as assigned.

Excellent knowledge of Microsoft Office tools, Word, Excel and PowerPoint.