

Project Coordinator IMLS

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.

Responsibilities include:

Project Management

- Manages the development and implementation of the project, with oversight of all project activities, including outreach to and recruitment of program participants
- Conducts 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)
- Coordinates, cultivates, and sustains productive relationships with program partners and participants
- Oversees participant engagement and performance at the Savings and Credit Building Library Circles
- In collaboration with the Financial Capability Specialist identifies, trains, matches, and monitors Cultural Navigators
- Identifies, cultivates, and maintains relationships with key community partner agencies
- Identifies and refers participants to other resources and services as needed to achieve their financial goals
- Assists with special projects as assigned and other tasks deemed necessary to achieve overall goals and operate a successful program

Data Management

- In collaboration with the Financial Capability Specialist coordinates and accurately maintains 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 supports Project Evaluator with distributing surveys and other evaluation tools and collecting results

Administration

- Coordinates meetings and prepares agendas, minutes, and reports
- Manages, tracks, and oversees grant budget and deliverables, ensuring grant deliverables are met within budget parameters
- Adheres to all guidelines related to confidentiality with sensitive financial and personal information

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 hpljobs@hplct.org and reference Immigration Counselor in the subject line of your 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 DOE

Hartford Public Library is an Equal Opportunity Employer.