

Project Coordinator, Opportunity for all

The **Project Coordinator, Opportunity for all** is responsible for implementing a one-year, grant funded, after school tutoring and summer bridge program, designed to support the academic, social, and emotional needs of late arrival immigrant and refugee teens who are English Learners. This is a part time position (26 hours per week) and it requires that the incumbent is available to work after school/early afternoon hours as well as be available to attend events on evenings and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administration:

- Manage the day-to-day operations of the program, including program set-up and clean- up, organization of program materials, and snack and bus pass distribution
- Record, monitor, and report student attendance
- Gather demographic information on each student, such as country of origin, languages spoken, length of time in the U.S., age, gender, grade in school, etc
- Enter all data into the online reporting system
- Complete program self-assessment and other progress reports as required by the funder
- Maintain the security and confidentiality of all student/family/program data
- Hire and supervise part-time contractual staff, such as after-school teachers and parent liaison

Recruitment & Retention:

- Recruit students by coordinating with the school's ESOL teachers for in-class presentations and dissemination of program information at school-sponsored resource fairs.
- Promote student retention by creating a positive and welcoming atmosphere
- Recruit, orient and supervise program volunteers
- Serve as the liaison to program partners to schedule enrichment activities
- Coordinate recreational and educational field trips and special events
- All other duties as assigned

EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- Master's degree, preferably in education.
- Minimum 1- year project coordination and administrative experience.
- Minimum 1- year supervisory experience.
- Proven ability to collaborate with school districts, government and non-government organizations.
- Experience coordinating positive youth development and enrichment activities.
- Experience working with a culturally and linguistically diverse student population.
- Ability to work collaboratively with students, teachers, staff and volunteers.
- Excellent communication skills.
- Excellent technology skills.
- Availability during after-school hours, and flexibility to attend occasional special events on evenings/weekends.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to keep composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

What we offer employees:

Hartford Public Library offers part-time benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Paid vacation time - prorated based on part-time status. Example: Average 25 hour work week will accrue approximately 1.9 hours per pay period.
- Paid sick time – prorated based on part-time status. Example: Average 25 hour work week will accrue approximately 2.9 hours per pay period.
- Mental health support through the Employee Assistance Program (EAP)- first 3 sessions at no cost to the employee.
- Paid professional development, continuing education and staff engagement opportunities.
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of a staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more! [Click here](#) to see all the great programs and services we offer.

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Project Coordinator, Opportunity for All** the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, they are not required at this time.

Pay Range: \$20.00 - \$30.00/HR. DOE

Hartford Public Library is an Equal Opportunity Employer.