

Site Facilitator (Full-time): Hartford Public Library seeks creative and flexible individual to assist in the day-to-day management of the American Place Center. This includes providing passport services, recruitment of tutors and students, providing workshops, supervision and instruction of staff and students. For a complete description of the duties, qualifications and requirements of this position please read the job description. This is a full-time non-bargaining unit position.

Qualifications: Bachelor's degree in Education, English or related field or; Master's degree in library science or Master's degree in education helpful but not required. Five years previous supervisory/managerial experience required. Previous experience working with a diverse immigrant community with demonstrated ability to foster communication between diverse populations. Candidate must: have general computer proficiency with expertise in word-processing, spreadsheet and database programs; ability to communicate effectively and establish and manage effective working relationships with users, employees, supervisors, and the general public; and possess communication skills necessary to resolve issues. Bi-lingual, Spanish preferred. Job description and application are available from the Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103 and on our website; www.hplct.org
Signed applications must be received by December 7, 2011.