

Project Associate (temporary part-time): Hartford Public Library seeks creative and flexible individual for marketing and administration of a city-wide grant-funded series of financial literacy classes and workshops. Flexible hours required.

Minimum requirements:

Associates Degree

Proficient in Microsoft Office.

Previous library experience highly desirable.

Full requirements, job description and application are available online at <http://hplct.org/about/job-openings> or Administrative Office, Hartford Public Library, 500 Main Street, Hartford, CT 06103. A completed signed application must be received in order to be considered for this position. **Position open until filled.**

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug Testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness and the position for which you apply. **E.O.E.**

Scroll down for full job description:

Hartford Public Library

Project Associate (Part-Time) G-IV Non-bargaining unit.

Reporting to the Project Director, the Project Associate is responsible for marketing and administration of a city-wide grant-funded series of financial literacy classes and workshops. Working both independently and as a member of a team, the Associate will plan programs both off-site and on-site with project partners; ensure that evaluations are collected from all participants at the programs; and prepare both marketing publications and evaluation reports. The Project Associate will also help maintain a web site and use social media to accomplish project goals. Much of this work will be carried out in collaboration with other organizations.

DUTIES AND RESPONSIBILITIES

PUBLIC SERVICE

- Promotes community use of library resources by assisting the Project Director and partner agencies as assigned.
- Plan and ensure execution of program events and workshops.

ADMINISTRATIVE

- Under the general supervision of the Project Director, formulates goals, plans and procedures for the organization of meetings and events. This includes preparation of materials, participatory hand outs and other logistics.
- Assists with planning and promotion of project activities to the target audience.
- Plan and execute ongoing marketing of program events and workshops.
- Gather, assemble, organize project materials and data as related to activities and file for submission to Project Director and partner agencies as assigned.
- Prepares daily, monthly, and annual reports as required.
- Performs other duties as assigned.

POSITION QUALIFICATIONS

- Associates Degree in a related discipline; minimum of two years experience working with diverse communities.
- Proven mastery of Microsoft Office suite of programs
- Previous Library experience highly desirable.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Strong commitment to working within a team management structure.
- Strong commitment to public service.
- Strong communication and public relations skills.
- Strong computer skills with expertise in word-processing, spreadsheet and database programs.
- Valid Connecticut driver's license or ability to obtain upon employment.

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

- Multi-task oriented
- Flexible in work habits
- Self motivated, able to work both independently and as part of a team.
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation
- Ability to work well as a team member in a collaborative environment as well as ability to work independently
- Possess a broad knowledge of resources available to the immigrant community.
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials

- Ability to work nights and weekends
- Language Skills
 - Ability to express ideas clearly and concisely, both orally and in writing.
 - Ability to effectively present information to other employees of the organization and the public
 - **Verbal and written fluency in Spanish preferred.**
- Mathematical Skills
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
 - Ability to apply common sense understanding to carry out written and oral instructions.

PHYSICAL DEMANDS

- Ability to work a flexible schedule, including evenings and weekends, to attend meetings and events.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds