

Project Associate

23 hours per week

Thru 6/30/13

Grant Funded**Contractual Position**

\$19 per hour

Hartford Public Library is seeking a Project Associate for planning and carrying out voter registration, voter information, and voter education events and activities. The Project Associate will also provide assistance with a series of planning meetings. This includes working both independently and as a member of a team on voter registration events, candidate forums, other public programs, neighborhood canvassing, a “reminder to vote” campaign, providing civics classes to high school students, and preparation of relevant publications. The Project Associate also assists in maintaining a web site and will use social media to accomplish project goals.

Qualifications: Bachelor’s degree or equivalent combination of education, training and experience; Minimum of 1 yr project management and experience working with diverse communities. Knowledge and experience using Microsoft Office suite and social media are needed. Valid CT driver’s license. Job description and application are available online at www.hplct.org or Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted until June 30, 2012.** Equal Opportunity Employer.

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.