



Community Resource Navigator - Part-Time

Join the Hartford Public Library! Excellent part-time job for a graduate student. The Community Resource Navigator will support the Community Health Coordinator in executing health-related and social service programs and outreach initiatives at the Hartford Public Library. The role involves connecting library customers with social services, coordinating events, managing communications, and maintaining strong relationships with community partners. This position offers an opportunity to contribute to a diverse community by providing essential resources and services. ***This is a grant-funded position, funded through 12/1/2026. Staff will be scheduled to work 5 days per week for 25 hours weekly. Hours may range from 9 am – 2 pm or 12 pm – 5 pm, including evening and weekend hours as needed.***

RESPONSIBILITIES INCLUDE:

Community Outreach/ Liaison Support:

- Supports in developing and maintaining relationships with health and social service agencies.
- Completes screenings to determine customer's eligibility for a grant-funded transportation program.
- Helps organize and promote health, wellness, and community support events.
- Attends community meetings and events as needed, representing the library alongside the coordinator.
- Supports system-wide social work initiatives.
- Coordinates events and services that provide health-related information to library customers.
- Cultivates relationships with other organizations.

Public Service:

- Assists customers in accessing community services and supports them with navigating social service systems and applications.
- Disseminates information relating to social and community resources to staff and customers.
- Makes appropriate referrals to community resources or other agencies as needed.
- Assists with developing and delivering culturally responsive and trauma-informed environments and library services.
- Develop recommendations to remove barriers to library services for at-risk patrons.
- Guides customers in navigating social service resources and applications.
- Assists in creating information guides on health and wellness topics and local resources.
- Helps maintain a welcoming, trauma-informed environment for customers.

Administrative/Reporting:

- Manages correspondence and communication with community partners and vendors.
- Assists with data collection and reporting for programs and services.
- Contributes to preparing presentations and reports for internal and external stakeholders.

EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- Bachelor's degree in Social Work, Human Services, Public Health, or a related field is preferred; equivalent experience may be considered.
- Experience in community outreach, customer service, or administrative roles.
- Strong organizational and communication skills.
- Ability to work in a fast-paced, team-oriented environment.
- Familiarity with mental health or social service resources is a plus.
- Must be bilingual (English/Spanish)

PHYSICAL DEMANDS / WORK ENVIRONMENT:

- Ability to continuously bend, twist, stoop, reach, and pull.
- Ability to maintain composure in every day, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit, and stand for extended periods of time.
- 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 an 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!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Community Resource Navigator** in the subject line of your email.

Hiring Range: \$22.9458 - \$25.0448/Hr. **DOE**

Hartford Public Library is an Equal Opportunity Employer.