

Community Engagement Per Diem

Job Purpose:

Hands On Hartford's Community Engagement Program promotes meaningful community engagement and volunteerism by connecting individuals and groups to service opportunities both internal to the agency and with not-for-profit partners throughout the Hartford Area.

Qualifications:

The ideal candidate will be personable, detail-oriented, flexible and have a positive disposition.

- Strong interpersonal skills – ability to interact positively with diverse groups of people necessary
- Experience leading or instructing groups
- Excellent communication skills
- Ability to problem solve and work with minimal supervision
- Ability to lift and carry up to 40 pounds
- Strong interest in community building
- Ability to work evenings and weekends

Knowledge and proficiency in using computer applications, including standard Windows applications, along with valid driver's license and vehicle required.

Areas of Responsibility:

The primary objectives of the Per Diem are to:

- Assist Community Engagement with all aspects of project execution including but not limited to project facilitation, set-up, clean-up and reflection activities
- Provide direction, support and clarification to volunteers
- Demonstrate techniques as needed
- Engage volunteers in meaningful dialogue pertaining to the project and to related social issues
- Run errands as needed

General:

1. Maintain a thorough knowledge of agency policies, procedures
2. Provide for the safety of staff and property of the Agency
3. Attend and participate in agency and site/team meetings as required
4. Perform other tasks consistent with the job purpose

Work Schedule and Benefits:

1. Hourly Part Time On-Call – as needed position
2. Flexibility to work schedule is expected. Must be able to work some evenings, weekends and a few holidays
3. Compensation commensurate with experience

Send letter of interest & resume to: Wanda Guzman, Program Manager – Community Engagement
Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email: wguzman@handsonhartford.org

No phone calls please

Closing date 9/6/19

AA/EOE