



**Wanted:** Versatile individual to join our team at Hands On Hartford as a Program Assistant working primarily with our MANNA and Kitchen programs.

**When:** approximately 20 hours per week position, generally 3 days per week.

**Why work at Hands On Hartford:** Hands On Hartford located in the vibrant Parkville neighborhood of Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 51 year old nonprofit that values diversity, team work, and takes a strengths based, collaborative approach to all we do.

**As a Program Assistant: You will do many things including but not limited to:**

1. Drive box truck to pick up food from Foodshare as needed.
2. Accompany the backpack coordinator in delivery of the backpacks, lifting and carrying bins to and from schools.
3. Load and carry bins/food/boxes into and out of cargo van/box truck.
4. Assist programs by driving agency vehicles including hot/cold truck, box truck, cargo and minivan
5. Assist with cleaning service areas as needed.
6. Assist in other programs as assigned.
7. Assist with Kitchen to Pantry program by leading volunteers in peeling, cutting, and repackaging produce for use in the pantry.

**You may be a good fit if you:**

- Believe in our mission and core values
- Have a minimum of a high school diploma or GED
- Have a valid driver's license and ability to lift and carry at least 50 pounds

**What we offer employees:**

- Dedicated, diverse, and friendly co-workers
- 401 K contribution and employer match
- Paid time off – holidays, vacation, personal time, and sick leave
- Free on-site off street parking

**If this sounds like a good fit to you:**

**Send resume to: Abbie Kelly, Director of Program Services and Evaluation**

**Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.**

**Email [akelly@handsonhartford.org](mailto:akelly@handsonhartford.org)**

**Closing 2/28/21**

**AA/EOE**