



Program Support Specialist

Wanted: Versatile individual to join our team at Hands On Hartford as a Program Support Specialist working closely with the MANNA Program Manager to provide support in the areas of data entry and reporting, clerical support, coordination of MANNA donations, ordering inventory, telephone communications, and direct program support as assigned. Bilingual Spanish/English strongly preferred. The ideal candidate will have proficiency in Microsoft Word, Excel, Outlook and other Microsoft products. Candidates with experience in the following areas a plus: human services field and/or working with donors. Strong attention to detail, ability to work independently and as part of a team, ability to toggle between multiple data systems required. This person must have the ability to lift and carry 50lbs.

When: Full time -Monday-Friday. Flexibility in the work schedule is expected. Occasional holiday and evening coverage

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 52-year-old nonprofit that values diversity, team work, and takes a strength based, collaborative approach to all we do.

What you will do as a Program Support Specialist: You will do many things including but not limited to:

1. Update and maintain MANNA databases; input data
2. Assist MANNA Program Manager, Director of Program Services and Evaluation, Grant Writer, Executive Director, and other staff as requested in completing reports and statistical information, including but not limited to Foodshare, HMIS, SMART sheets, and Client Track
3. Coordinate MANNA donations including but not limited to accepting, tracking, picking up, and distributing donations
4. Prepare communications, such as copying, memos, emails, invoices, reports and other correspondence
5. Answer phones, return voicemails, schedule appointments and maintain calendars
6. As needed, accompany the Program Assistant- Backpack in delivery of the backpacks, lifting and carrying bins to and from schools, and driving as needed
7. As needed, provide direct program support as assigned

You may be a good fit if you:

- Believe in our mission and core values.
- High School Diploma or equivalence plus at least one-year clerical, administrative, and data experience.
- Have strong verbal and written communication skills; organizational skills; and a commitment to helping families and individuals to meet their basic human needs.
- Knowledge and proficiency in using computer applications, including standard Windows application.
- Fluency in Spanish in addition to English is strongly preferred.
- Have a valid driver's license, and ability to lift and carry at least 50 pounds.

What we offer full time (40 hours per week) employees:

- Dedicated, diverse, and friendly co-workers.
- Competitive salary.
- Paid time off –holidays, vacation, personal time, and sick leave.
- Excellent medical/dental/disability/life benefits.
- 401 K contribution and employer match.
- Free on-site off-street parking.

If this sounds like a good fit to you:

Send letter of interest & resume to: Janet Bermudez, Program Manager MANNA Services

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

Email jbermudez@handsonhartford.org

Closing date: 6/15/21

AA/EOE