



Data Entry/Clerical Assistant

Wanted: Versatile energetic individual to join our team at Hands On Hartford as a **Full Time Data Entry/Clerical Assistant** to play an important role in providing efficient and professional data entry, clerical and phone triage assistance to busy Non-Profit.

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 strengths based, collaborative approach to all we do.

As a Data Entry/Clerical Assistant: You will do many things including but not limited to:

- Provide administrative/clerical support to Hands On Hartford
- Process and assist with all incoming and outgoing mail
- Set up conference calls as needed
- Assist the Development Department as needed
- Data Entry in databases and ongoing forms
- Maintain confidentiality

You may be a good fit if you:

- Believe in our mission and core values
- Have a High School Diploma or Equivalent plus 2+ years of Administrative & Clerical Work Experience
- Strong organizational and communication skills required
- Have knowledge and proficiency in using computer applications, including standard Windows applications
- Fluency in English & Spanish preferred
- Ability to lift and carry at least 25 pounds

When: Hourly position, 40-hour work week, generally Monday through Friday. Flexibility in the work schedule is expected.

What we offer full time employees:

- Generous medical/dental/disability/life benefits
- Dedicated, diverse, and friendly co-workers
- Paid time off – 12 holidays, vacation, personal time, and sick leave
- 401 K contribution and employer match
- Free on-site parking

If this sounds like a good fit to you:

Send letter of interest & resume to: Janet Bermudez, Director of CQI,

Staff Development and Support

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

Email: jbermudez@handsonhartford.org

Closing date: 12/03/2021

AA/EOE