



Community Engagement Program Specialist - Part-Time

Wanted: An individual who is energetic, hands-on, organized, loves to engage with others, and is passionate about Hands On Hartford's mission of strengthening community in Hartford.

Why work at Hands On Hartford: Located in the vibrant Parkville neighborhood of Hartford in partnership with others, Hands On Hartford strengthens community by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 53-year-old nonprofit that values diversity, team work, and takes a strength based, collaborative approach to all we do. We love to work with volunteers to "put our hands on Hartford" by serving neighbors in need in collaboration with other individuals and groups.

When: Part Time – 25 Hours Per Week

Pay: Range \$16-19 per hour. This is an hourly position

As the Community Engagement Program Specialist: you will work with the Community Engagement Team to recruit, manage, support, assist, orient and train volunteers specifically for Gather 55 – the first inclusive pay-what-you-can restaurant in Connecticut – and will assist the Community Engagement Coordinator and Manager with other volunteer-oriented tasks as needed.

Qualifications:

- The ideal candidate will be personable, detail-oriented, flexible and have a positive disposition, with an interest in connecting with diverse groups of people and in community building.
- Ability problem-solve and work independently or as a part of a team.
- Ability to work some evenings, weekends and holidays.
- Knowledge and proficiency in using computer applications, including standard Windows applications.
- Valid driver's license and insured vehicle required, along with the ability to lift and carry 40 lbs.

What we offer part-time employees:

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

If this sounds like a position where you can use your skills and passion:

**Email letter of interest & resume to: Geoff Luxenberg, Community Engagement Manager
Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.**

Email: GLuxenberg@handsonhartford.org

Closing date: 3/10/23

AA/EOE