



Program Support Specialist

Wanted: Versatile individual to join our team at Hands On Hartford as a Program Support Specialist to work closely with the Director, to provide efficient and professional assistance and support in the areas of data entry and reporting, clerical support, coordination of Community Pantry, Backpack Nutrition, Neighborhood Services, Day Center and Homeless Prevention and Outreach donations, telephone communications, and direct program support as assigned.

Why work at 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 53-year-old nonprofit that values diversity, team work, and takes a strength based, collaborative approach to all we do.

When: Full time Monday – Friday. A minimum of 2 holidays per year and occasional evening and weekend.

Pay: Range \$19-\$23 per hour. This is an hourly position.

As the Program Support Specialist, you will do many things including, but not limited to:

- Update and maintain Service databases and input in the data management system.
- Assist as in completing reports and statistical information.
- Ensure integrity of data, verifying information regarding data quality and data completeness and timeliness.
- Assist with accepting, tracking, picking up, and distributing donations.
- Ensure Services forms, postings, flyers are kept current.
- Provide Direct program support as assigned.
- Answer phones, return voicemails, schedule appointments and maintain calendars.
- As needed accompany and assist with the delivery for our backpack nutrition services, lifting and carrying bins to and from schools, and driving as needed.
- Assist with Gather55 and Day Center front door reception.

Qualifications:

- Fluency in English and Spanish preferred.
- The ideal candidate will have proficiency in Canva, Microsoft Word, Excel, Outlook and other Microsoft products.
- A valid driver's license.
- Ability to lift and carry up to 50 lbs.

What we offer full time employees:

- Excellent medical/dental/disability/life benefits
- Dedicated, diverse, and friendly co-workers
- Paid time off – 12 paid 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: 5/12/2023

AA/EOE