



### **Data Entry/Clerical Assistant**

**Wanted:** Versatile energetic individual who is bilingual in English and Spanish to join our team at Hands On Hartford as the **Data Entry/Clerical Assistant** to provide efficient and professional data entry, clerical, and phone triage assistance and support to the agency.

**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 54-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:**  
**Administrative**

**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
- 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 required
- Valid driver's license, registered and insured vehicle required
- Ability to lift and carry at least 25 pounds

**We care passionately about our employees and offer:**

- Dedicated, diverse, and friendly co-workers
- 40 hours a week, typically Monday-Friday. Flexibility in the work schedule is expected for meetings, trainings and events
- Paid time off-12 holidays, vacation, personal time, and sick leave
- 401(k) contribution and employer match
- Free on-site parking

**Pay:** Range \$16-\$19 per hour

**If this sounds like a good fit to you: Send letter of interest & resume to: Janet Bermudez,  
Director of CQI & Staff Development  
Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.  
Email [jbermudez@handsonhartford.org](mailto:jbermudez@handsonhartford.org)**

**AA/EOE**