



Data/Social Media Coordinator

Wanted: Full-time **Data/Social Media Coordinator**. This position requires a versatile and energetic individual who can support both data management and social media initiatives. Play a critical cross-departmental role in advancing the mission of Hands On Hartford by integrating digital communications strategy with comprehensive data management and reporting support.

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

As the Data/Social Media Coordinator: You will do many things including but not limited to:

Data Management & Reporting:

- Update and maintain client databases; input and verify data to ensure integrity, completeness, and timeliness across systems including HMIS/CaseWorthy, DDaP, ABILA, and other platforms.
- Assist senior management, including the Executive Director and program staff, in preparing reports and statistical information.
- Coordinate and produce the monthly internal dashboard, including a written report and key dashboard highlights.
- Provide data analysis, report writing, and presentation support for leadership and Board use.
- Identify opportunities for strategic improvements in data capture, analysis, and reporting processes.

Digital Strategy & Social Media:

- Serve as the in-house expert managing the Hands On Hartford and Gather55 websites.
- Update website content to ensure branding consistency and accessibility compliance.
- Collaborate with the Development Team and Gather55 leadership to create weekly social media content that engages audiences, recruits volunteers, and expands donor reach.
- Maintain and manage a structured social media content calendar.
- Track engagement metrics, website analytics, and performance trends, providing regular strategic recommendations.

Executive & Board Support

- Provide administrative support to the Executive Director, including preparing presentations, documents, copying, scanning, and mailing.
- Take minutes at Board meetings and designated committee meetings.
- Assist with meeting scheduling and maintain Board documents and member rosters.
- Provide additional Board and leadership support as assigned.

You may be a good fit if you:

- Believe in our mission and core values.
- Commitment to helping families and individuals to meet their basic human needs.
- B.A. in related field including but not limited to education, social work, or community organizing.
- 1-year experience in volunteer management or community engagement/coordination.
- Excellent oral and written communication skills.
- Ability to lift and carry at least 25 pounds.

We care passionately about our employees and offer:

- Dedicated and friendly co-workers.
- 40 hours a week, Monday-Friday. Flexibility in the work schedule is expected including occasional evenings and weekends.
- Paid time off-12 holidays, vacation, personal time, and sick leave.
- 401 K contribution and employer match.
- Free on-site parking.

Pay: Range \$22-\$25 per hour.

If this sounds like a good fit to you: Send letter of interest & resume to:

Email: dcolliton@handsonhartford.org

Email:

AA/EOE