



### **Day Program Assistant (Part-Time)**

**Wanted:** A versatile, energetic individual to join Hands On Hartford as a Day Program Assistant. In this part-time role (29 hours/week), you will support guests accessing our Homeless Prevention and Day Program. This role is ideal for someone who enjoys helping others, working in a team-oriented environment, and making a meaningful impact in the community. You will also collaborate closely with Gather55, HOH's mission-driven, pay-what-you-can restaurant, to ensure a safe and welcoming community space.

The schedule is primarily Monday–Thursday (Monday- 8:45 AM–7:00 PM; Tuesday through Thursday 8:45 AM–3:00 PM). Flexibility is expected, with potential early morning, evening, or weekend hours, including supporting at least one agency holiday meal each year.

**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 team work and takes a strengths-based, collaborative approach to all we do.

**As a Day Program Assistant: You will do many things including but not limited to:**

- Welcome guests and provide courteous, respectful assistance
- Help participants access services, resources, and basic program information
- Assist with intakes, basic paperwork, and data entry
- Distribute meal vouchers and other essential resources
- Support program staff with daily operations and guest engagement
- Help maintain a safe, calm, and organized environment
- Assist volunteers, interns, and staff as needed
- Participate in trainings, meetings, and special events

**You may be a good fit if you:**

- Believe in our mission and core values.
- High school diploma required (college degree preferred).
- Experience in customer service, social services, or working with diverse populations preferred
- Experience with de-escalation and crisis intervention.
- Strong communication and interpersonal skills.
- Comfort using Microsoft Word, Excel, and Outlook.
- Bilingual English/Spanish preferred.
- Able to lift and carry at least 25 pounds.

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

- Dedicated and friendly co-workers.
- Competitive Salary.
- Paid time off-12 holidays, vacation, personal time, and sick leave.
- 401 K contribution and employer match.
- Free on-site parking.

**Pay:** Range \$18-\$21 per hour.

**If this sounds like a good fit to you:**

**Send letter of interest & resume to: Jennica Torres, Program Manager,  
Homeless Prevention, Day Center and Food Access**

**Email [jtorres@handsonhartford.org](mailto:jtorres@handsonhartford.org)**

**AA/EOE**