

**HARTFORD PUBLIC LIBRARY SEEKS: PART-TIME
PROJECT/INSTRUCTOR ASSISTANT UP TO 15 HOURS PER WEEK**

The incumbent supports Hartford Public Library's mission and core values, and provides effective administrative and project support for the Institute for Museum and Library Services grant funded project designed to support the academic and social integration of immigrant youth.

Schedule: Day, evening, & weekend hours

Supervisor: Project Manager

Essential Job Functions:

- Assist with the organization of meetings and events. This will include preparing materials for the meetings, participatory hand-outs, and other logistics.
- Assist with promoting project activities to target audiences.
- Gather, assemble, and organize project materials and data as related to activities and file for submission to Project Directors and partners as assigned.
- Support project instructor, mentors, and students.
- Guide students on the use of multimedia and learning software
- Perform other duties as assigned.

Qualifications:

- Demonstrated commitment to customer service.
- Excellent interpersonal and communication skills with demonstrated ability to successfully work in a collaborative environment.
- Excellent computer skills, Microsoft office and Web content management tools
- Excellent organizational skills.
- Bachelor's Degree preferred; Associate Degree required.
- Minimum of two years experience working with diverse communities.
- **Knowledge of Spanish language preferred.**
- Hartford residency preferred.
- Valid CT driver's license required.

A completed, signed application is required of all applicants. Please submit your application to HPL, Human Resources, 500 Main Street, Hartford, CT 06103; email to personnel@hplct.org; or fax to 860-722-6900.