

JOB DESCRIPTION: Project Manager – Full Time Starting Salary \$50,000

General Statement:

The incumbent supports Hartford Public Library's mission and core values, and assists in the day-to-day management of the Institute for Museum and Library Services National Leadership three year grant funded project designed to support the academic and social integration of immigrant youth. The incumbent will direct the work of the IMLS project, including project planning, implementation, development, research, promotion, and outreach. The Project Manager will supervise project staff and mentors, build the team, and represent the project on the Project Advisory Leadership Team. The Project Manager will also oversee the project budget and promote the program nationwide with the media, elected officials, and the public. This is a demanding position that requires the ability to handle multiple tasks and also the ability to work effectively with diverse populations. This individual will be self-motivated, flexible, persistent, very attentive to detail and able to be an organizer and coordinator of many activities.

Schedule: Day, evening, & weekend hours

Supervisor: Chief Adult Learning Officer

Supervised Staff: Part-time Project Assistant, Instructor,

Essential Job Functions

- Manage the development and implementation of the project, with oversight of all project activities. Recruit, train and assign student mentors.
- Coordinate and facilitate project staff/partner meetings, create agendas, take notes, etc.
- Manage, track, and oversee grant deliverables, and insure that deliverables are met.
- Oversee the project budget and scale the work of the grant within budget parameters.
- Lead project outreach and communication efforts
- Complete and submit monthly narrative and statistical reports.
- Supervise staff
- Other duties as assigned.

Skills and Qualifications

- **Master's Degree in Education, Public Administration preferred, or related field;** Bachelor's Degree may be considered depending on related experience.
- Proven management expertise to oversee complex projects, track project activities, and see activities through to completion.
- Proven expertise at supervising a project team, building team cohesiveness, and maximizing staff skills and abilities.
- Experience as an event planning, coordinator, and promotion on a city or regional level.

- Interpersonal skills to interact sensitively and to establish and maintain positive relationships with colleagues, students, community members, workers, and outside organization officials and staff from diverse social, cultural, and educational backgrounds.
- Ability to establish and maintain cooperative team working relationships with supervisees, other staff, the university, and the community.
- Knowledge of and experience with immigrant youth issues.
- Experience working with a diverse community and ability to foster communication between diverse populations
- Knowledge of and experience with participatory education techniques.
- **Competency in one foreign language; Spanish language preferred.**
- Other duties as assigned.

Interested Candidates must submit a completed, signed application along with resume for review. Applications will be accepted until October 28, 2016.

Application can be obtained on our website: www.hplct.org/job_openings