

Hartford Public Library Job Description

Date: October 2014

Position: Project Coordinator – USCIS

Department: Adult Learning

FLSA: Non-Exempt

Reports To: Chief Adult Learning Officer

Supervises: N/A

SUMMARY OF RESPONSIBILITY: The incumbent supports Hartford Public Library's mission and core values, and assists in the day-to-day management of the United States Citizenship and Immigration Services grant funded project designed to promote citizenship education and integration.

Essential Functions:

- Serve as liaison between Library and project partners (Hartford Public Schools and ethnic based organizations).
- Attend and participates in project meetings.
- Meets program deliverables and outcomes.
- Provide thoughtful input to the deliberations of the project and works toward fulfilling project goals.
- Coordinate, supervise, and support project activities.
- Attend project trainings and mentors permanent resident immigrants on project educational resources and naturalization process.
- Actively engages in project outreach.
- Gather, assemble, and organize project materials and data.
- Implements established policies, rules and regulations, standards of conduct and work attendance.
- Serves as liaison between two core project activities; naturalization application services and citizenship education services.
- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.
- Keeps informed of current trends, improved programs and processes to better meet the needs of the community.
- Provides welcoming customer service to all customers.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.

Other Functions:

- Performs related duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

QUALIFICATIONS AND COMPETENCIES:

- Possess current BIA accreditation or qualified to apply for accreditation (or be reinstated) with the Board of Immigration Appeals (BIA) within six months of employment.

- Working knowledge of Spanish; fluency preferred.
- Excellent communication skills (oral and written).
- Proficiency using immigration case management software, ELIS, and MS Office suite software, notably, Excel.
- Must demonstrate competency - possessing a working understanding of diverse immigrant and refugee cultures and experiences.
- Civic minded with demonstrated community engagement background.
- Maintains current knowledge of immigration policy and practices
- Strong commitment to working within a team environment.
- Detail oriented, well organized and self-motivated.
- Knowledge of various technologies including social media.
- Ability to provide welcoming and effective customer service.
- Able to work with confidential information.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public, elected officials and others.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences.
- Ability to work in a fast-paced environment and prioritize.
- Ability to think quickly, assess a situation and make a sound decision.
- Ability to work a varied schedule inclusive of evenings and weekends.
- Valid driver's license is required and/or access to reliable transportation.

Mental and physical requirements:

The Physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching, pulling of a cart, and lifting of moderate to heavy weight material up to 50 lbs.
- Must be able to walk, sit and stand for extended periods during the shift.
- Must be able to travel to all facilities within the city, during all weather conditions.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, potentially stressful situations.

Review and understanding:

I have read and understand the contents of this job description, and agree to abide by Hartford Public Library's policies, procedures and practices.

Print name: _____

Signature: _____ Date: _____