



Project Coordinator (IMLS) Financial Literacy

Full time/Temporary Grant-Funded

The incumbent supports Hartford Public Library's mission and core values, and oversees the day-to-day management of the Institute for Museum and Library Services (IMLS) National Leadership two-year grant-funded project (January 2023 –July 2025) designed to support the financial integration of disenfranchised populations with a focus on immigrants. The incumbent manages the work of the IMLS project, including project planning, implementation, instruction, and outreach. This is a demanding position that requires the ability to multi-task and work effectively with diverse populations. This individual will be a self-motivated creative educator, flexible, persistent, very attentive to detail and able to be an organizer and coordinator of many activities.

Responsibilities include:

Instruction and Coordination:

- Serves as Lead Instructor delivering financial literacy workshops and seminars with a specific focus on the BankOn initiative goals and the role of Libraries in promoting financial literacy.
- Recruits and trains project Instructors and Cultural Liaisons to BankOn goals and curriculum material (currently using CT Money School curriculum), including but not limited to scope and sequence documents, unit frameworks, and pacing guides.
- Leads cross-curricular lessons for students enrolled in the Library's adult and after school ESL, GED, Citizenship, and occupational training classes.
- Observes classes to monitor and support instructor performance and participant engagement and performance at the Savings and Credit Building Library Circles.
- Meets regularly with instructors to provide project updates and to respond to concerns/suggestions for improvement.
- In collaboration with Career Pathways Initiative Coordinator, coordinates the delivery of the financial workshop series (Savings and Credit Building Learning Circles) and stand-alone sessions at the neighborhood branches and community-based organization.
- Creates a learning atmosphere that provides a safe space and opportunity for participants to comfortably discuss financial matters.
- Identifies, cultivates, and maintains relationships with key community agencies for inviting key speakers/subject area experts or scheduling field trips to contextualize curriculum delivery.
- Supports participants with participant specific concerns during class and thereafter while participant is continuing with the savings program; trains instructors similarly.
- Manages the development and implementation of the project, with oversight of all project activities, including outreach to and recruitment of program participants.
- Conducts intake interviews for all new candidates and establish and maintain case files with all forms and information from participant entry to exit of program(s).
- Coordinates, cultivates, and sustains productive relationships with program partners and participants.

- Oversees participant engagement and performance at the Savings and Credit Building Library Circles
- In collaboration with the Financial Capability Specialist identifies, trains, matches, and monitors Cultural Navigators.
- Identifies, cultivates, and maintains relationships with key community partner agencies.
- Identifies and refers participants to other resources and services as needed to achieve their financial goals.
- Assists with special projects as assigned and other tasks deemed necessary to achieve overall goals and operate a successful program.

ADMINISTRATION

- Accurately maintains all record keeping, data collection, and financial tracking of the cohorts you oversee directly and insure proper collection and maintenance of data and records for all cohorts. This includes maintaining records on participant attendance and progress, financial education and coaching sessions, asset acquisitions, and follow-up.
- Conducts or supports the intake interviews for all new candidates and establish and maintain case files with all forms and information from participant entry to exit of program.
- Coordinates meetings and prepare agendas, minutes, and reports.
- Adheres to all guidelines related to confidentiality with sensitive financial and personal information.
- As assigned support Project Evaluator with distributing surveys and other evaluation tools and collecting results.
- Assists with special projects as assigned and other tasks deemed necessary to achieve overall goals and operate a successful program.

OUTREACH

- In collaboration with Career Pathways Initiative Coordinator, leads outreach efforts; attends and speak at community meetings and events to build awareness of the BankOn initiative and to recruit participants for the Library's Savings and Credit Building Learning Circles.
- Builds a coalition of key stakeholders, to build community support for the program.
- Collaborates with community partners to strengthen financial literacy programming in the community and school district.

EDUCATION and EXPERIENCE/QUALIFICATIONS

- Minimum of Master's Degree in education, business, or related field.
- 2-years teaching experience teaching to high-school seniors and/or adult basic education in an urban environment preferably in the field of economics, business, financial literacy, or math.
- Proven administrative expertise to track project activities, and see activities through to completion.
- Proficiency in Microsoft Excel, Word, Outlook, Adobe, and PowerPoint.
- Strong interpersonal skills with the ability to initiate, build, and continuously strengthen partnerships with a diverse population.
- Excellent communication skills, Spanish proficiency or language other than English a plus.
- Self-motivated, quick study, and able to work effectively with minimum amount of supervision.
- Effective written and verbal communication skills.

- Demonstrated ability to work collaboratively with co-workers.
- Ability to maintain confidential information.
- Available to work a flexible work schedule, including evenings and weekends as required.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to keep composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life. We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning
- Early Literacy

- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Project Coordinator IMLS (Financial Literacy)** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, vaccinations are not required at this time.

Hiring Range: \$53,896.96 - \$57,374.20 **DOE**

Hartford Public Library is an Equal Opportunity Employer.