

J O B S CORNER

Company

Title

Responsibilities

Education

Experience

Key Skills

Other

Hartford Decides

Program Manager

1. Implements day-to day requirements of Hartford Decide\$, under the direction of the HD Leadership Team and Steering Committee.
2. Supervises other staff and interns.
3. Assisted by other staff, interns and volunteers, performs, or assures that others perform, there tasks

High School Diploma or GED.

Hartford Resident

Hartford Decides

Outreach Assistant

- responsibility for outreach and recruitment of participants in Hartford Decide\$. Going door-to-door and tabling at public events and locations to explain HD and recruit participation in meetings, Action Teams, or other activities
- b. Assisting in organizing public meetings and other HD events and activities
 - c. Providing Spanish translation at public meetings
 - d. Assisting the Program Manager in a variety of tasks
- High School Diploma or GED.

Hartford Resident

For details go to <http://www.asylumhill.org/jobs-corner-2/>