



Generational Wellbeing Inc. (GWI)
Community Outreach Associate Position

This is a part-time community outreach service position.

The ideal candidate is a dynamic individual who is able to maintain positive relationships with diverse constituents and who is also skilled at attracting new clients, particularly school, faith based, libraries, political/politicians and community organizations.

The candidate will provide a selective range of outreach services to the Greater Hartford area door-to-door advocacy, voter information, aid in voters registration, offering absentee ballots, organize focus group conversations, other events which are part of Generational Wellbeing Inc. (GWI) initiative programs with the community and environmental resources.

The candidate should be a flexible team player who can manage multiple projects simultaneously and track program outcomes.

GENERAL DUTIES AND RESPONSIBILITIES

1. Develop and maintain positive relationships with constituencies.
2. Design, develop and deliver door to door quality informative educational information on the initiative programs that GWI offers.
3. Collect data necessary for accurate and timely reporting to internal and external stakeholders.
4. Assist in identifying and securing resources to implement program activities (community focus groups / conversations.)
5. Identify and engage GWI resources for specific project development (voters' registration, absentee ballots) and implementation.
6. Provide related work as required.

QUALIFICATIONS

- High School graduate
- Internship
- 1 year work experience in the field



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RATE OF PAY

\$18.00 per hour
20 hours per week

Familiarity within the Greater Hartford community, exhibit cultural competency to serve targeted populations, and strong interpersonal skills desired. Able to function safely door to door services in clients' homes or host settings with the community at large. **Bi-Lingual/Bi-Cultural candidates** are strongly encouraged to apply.

In addition to the above qualifications, specialized knowledge, understanding and experience not necessarily related to formal education or training (e.g., knowledge of another language, a subculture) which equips him/her to provide services to a particular segment of GWI clientele may be required.

TO APPLY:

Send cover letter, resume to:

Elder Karl Williams, Executive Director
Generational Wellbeing, Inc (GWI)
141 Weston Street #284
Hartford, CT 06141-0284

By fax to: 860-242-5319
Or email to: info@generationalwellbeing.org