



ADVANCING TOGETHER

110 Bartholomew Ave Ste 3050, Hartford CT 06106 • T 860-247-2437 • F 860-761-6711 • act-ct.org

WANTED: A versatile Community Resources Assistant at ACT!

HOURLY RATE: \$16.50 - \$17.00 commensurate with experience

WHY WORK AT ACT?

At Advancing CT Together (ACT), we work to improve the lives of low-income families and individuals in Connecticut through supportive services including case management, emergency financial assistance, financial education and coaching, harm reduction education, drug user health services, HIV testing and counseling, distribution of health education materials and condoms, housing support, and advocacy at the local, state, and federal levels. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, challenge the status quo, and respect the choices of our clients.

WHAT WILL YOU DO AS COMMUNITY RESOURCES ASSISTANT?

You will do a lot! Most importantly, you will act as a liaison between our various programs including but not limited to the Emergency Solutions Grant (ESG), Housing Opportunities for People with AIDS (HOPWA), and Quality Assurance Programs. These programs help clients obtain and maintain housing and pay security deposits. In this role you will track and process applications, perform data entry in respective data bases, help coordinate department workflow, and provide coverage for other team members in the Community Resources Department.

But wait, there's more! You will also learn Department of Housing standards, assist with written reports and communicate with our community partners.

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Are comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Have an Associate's degree in Business Administration or related field, or have three years of related experience
- Have strong computer skills, including proficiency in the Microsoft Office Suite, and the ability to manage multiple spreadsheets
- Have advanced organizational skills
- Have the proven ability to handle a high volume of work
- Have excellent written and verbal communication skills
- Are a critical thinker, a problem solver, and resourceful
- Are creative, flexible, and able to work as part of a team
- Are comfortable with compensation listed for a 35-hour work week



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BONUS POINTS IF:

- You are familiar with Caseworthy (HMIS), the client software we use
- You have knowledge of the Homelessness Continuum of Care in Connecticut, HOPWA programs, Coordinated Access Networks, and entitlement systems
- You have a personal connection to the mission of ACT

WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous Paid Time Off (PTO) Policy
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 100% up to 3% of pay

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter and resume to apply@act-ct.org with “Community Resources Assistant” in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

Advancing CT Together, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.