

Job Placement Specialist (Temporary, Part- Time)

The **Southside Institutions Neighborhood Alliance (SINA)** is seeking a motivated and community-oriented individual to join our team as a **Job Placement Specialist**.

About SINA

SINA is a partnership between Connecticut Children's Medical Center, Hartford Hospital, and Trinity College. Our mission is to work collaboratively with community stakeholders to foster economic vitality and improve the health and quality of life of the people who live, work, visit, study, and play in the neighborhoods of South Central Hartford. In addition to providing affordable homeownership opportunities, SINA supports residents through workforce development, homeownership incentive programs, and community-strengthening initiatives such as neighborhood clean-ups, murals, scholarships, and other collaborative projects.

Walk to Work Program

The Walk to Work program is one of SINA's core workforce development initiatives. The program assists residents in applying for jobs at local anchor institutions, helping community members secure employment close to home. By bridging residents and employers, Walk to Work strengthens economic opportunity while fostering healthier, more vibrant neighborhoods.

Position Summary

The Job Placement Specialist will support the Workforce Development Manager, Elsa Huertas, with all aspects of the Walk to Work program. This role will focus on conducting outreach in Hartford, building relationships in the community, and screening candidates for program eligibility. The ideal candidate brings strong outreach skills, interpersonal skills, and employment development experience. A commitment to serving diverse communities, and the ability to connect individuals to meaningful workforce opportunities.

Responsibilities

- Conduct outreach to neighborhood residents to promote the Walk to Work program.
- Screen candidates for program eligibility
- Support candidates in creating and revising resume
- Conducting follow up with candidates
- Build and maintain relationships with residents, community stakeholders, and partners
- Provide support to the Workforce Development Manager in coordinating program activities such as job fairs
- Represent SINA and the Walk to Work program at community events
- Maintain records of outreach and candidate engagement through electronic tracking system

Desired Skills and Qualifications

- Strong interpersonal and communication skills.
- Experience working and/or living in diverse communities.
- Comfortable performing grassroots outreach, including door knocking and community events.
- Experience with data entry
- Experience in workforce development and/or career navigation preferred.
- Bilingual in Spanish strongly preferred.
- Flexibility to work evenings and weekends as needed for outreach.

Position Details

- **Hourly Rate:** \$25/hour
- **Schedule:** Up to 25 hours per week (flexible hours required for outreach activities)
- **Supervisor:** Workforce Development Manager, Elsa Huertas
- **Position Type:** Temporary position through May, with potential to continue beyond.

How to Apply

Interested candidates should submit a **resume and cover letter** to **Elsa Huertas** at **Ehuertas@sinainc.org**.

SINA is an equal opportunity and affirmative action employer. We encourage applications from candidates of diverse backgrounds and cultures.