



**ADVANCING
TOGETHER**

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



Job Title: Program Associate (Returning Citizens (CRC) Program)

Pay Rate: \$20/hour

Employment Status: Part-time (20 hours/week)

Reports to: CRC Program Manager

Location: Hybrid- Remote & Office

Summary

The Returning Citizens Program offers financial capability services and programs to individuals who are incarcerated within the CT justice system and those who are in reentry programs. Our vision for this innovative program is to provide Connecticut's returning citizens with the tools, knowledge, and resources to alleviate the financial burdens they face. Oftentimes individuals who are in prison or have been recently released from incarceration struggle with money or financial issues. Bills and debts may accumulate during incarceration, and it can be hard to find work after release. When people struggle financially and are overwhelmed with debt, it is more difficult to successfully reenter society, and recidivism rates are higher.

ACT seeks a Program Associate to provide administrative support to ensure efficient operation of our Returning Citizens program. Overall, this role includes: supporting the Program Manager with program development and coordination with other programs (from ACT and partner agencies), facilitating financial literacy workshops, and marketing/communications.

Why work here:

If you are passionate about working toward a Connecticut where all children and families thrive, regardless of income, and where the experiences of low-income residents inform policies and programs that ensure Connecticut's prosperity, then you will want to work at ACT.

Duties and Responsibilities:

- Facilitate Financial Literacy workshops
- Conduct outreach to Reentry population
- Conduct information sessions at Reentry programs and DOC
- Incorporate Reentry partners into VITA Coalition meetings during VITA season.
- Assist in launching volunteer recruitment campaigns for VITA reentry sites.
- Assist in identifying and cultivating partnerships with reentry programs, DOC, and community agencies.
- Assist in conducting outreach to Reentry partners, DOC and partner agencies.
- Assist in conducting Bank On Banking events.
- Attend monthly coalition meetings with Reentry partners.
- Complete weekly status reports.

Required Qualifications:

- Must have valid driver's license and reliable transportation
- Comfortable working with diverse populations, funders, volunteers, and community partners.
- Ability to work well independently, manage competing priorities and work under deadlines.
- Excellent organizational, written and verbal communication.
- Proficiency in Microsoft Office programs (MS Word, Excel, and PowerPoint).
- Returning Citizens are encouraged to apply, however, must pass DOC clearance

How to Apply

Please send your resume and cover letter expressing interest in our mission to apply@act-ct.org with "CRC Program Associate" in the subject line. Candidates without a 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.

ACT celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.