



Director of Career Development

Hartford Promise is a large-scale location-based integrated scholarship program. For qualifying Hartford public school students, we provide up to \$20,000 in scholarship money over 4-years to subsidize the cost of their college education. In addition, we provide support and guidance to our Scholars throughout their college career.

What part will you play?

The Director of Career Development is a newly formed position that will ensure that Hartford Promise Scholars are prepared to take advantage of all the career opportunities that await them. Ninety percent of our scholars are BIPOC and a majority come from low-income households where they are the first in their family to attend college. A successful candidate will bring with them prior experience working with individuals from underrepresented backgrounds and must possess knowledge of the barriers that often hinder their success in the job market. This position will involve ongoing individual support for scholars as they navigate their own career development. Candidates must work well in both one on one and group settings.

What will you do?

We know that employers are eager to engage, hire, and retain talent from diverse backgrounds now more than ever. Our Promise Scholars are the perfect source for organizations looking to add to their workforce. We want to establish a direct pipeline with employers from a variety of professions and sectors in the Greater Hartford area. Responsibilities of this position include but are not limited to:

- Building and cultivating relationships as the lead contact for area employers.
- Developing and managing programming that will move our scholars from engagement, to internship, to employment.
- Coordinating mentorship programs with individuals/organizations who want to invest in the future success of our scholars.
- Nurturing relationships with college career offices.
- Marketing internship and employment opportunities to scholars via social media, text/ email, and live events.



- Providing guidance on development of resumes, cover letters, LinkedIn profiles, researching hiring practices and corporate cultures of potential employers, and preparing Scholars to engage in the interview/hiring process
- Management of Hartford Promise's presence on LinkedIn

What do you need to succeed?

- Prior experience writing and editing resumes
- Proficiency in LinkedIn (individual and organization profiles, networking, LinkedIn learning, and job exploration)
- Strong interviewing skills to prepare students for interviews
- Strong networking skills and self-presentation to connect students to key decision makers, prepare them to conduct effective presentations, and form meaningful connections between Hartford Promise and employers throughout Greater Hartford
- Understanding of Greater Hartford job market, key companies, and areas for job opportunities, preferred
- Proficiency in Microsoft Office

This is a paid part-time position with potential for a full-time opportunity as the program grows. If you are interested in helping our scholars tell their stories and shine light on their unique assets and accomplishments, please send your resume and cover letter to jsugarman@hartfordpromise.org.



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