

CIVIC LITERACY & ENGAGEMENT COORDINATOR

PART-TIME INDEPENDENT CONTRACTOR



For more information visit:

www.hartfordnext.org/employment-opportunities/

To Apply:

Send resume and cover letter to

hnxt@hartfordnext.org

Subject: Contract Civic Literacy & Engagement Coordinator



P.O. Box 261242

Hartford, CT 06126

www.hartfordnext.org

hnxtfv72026

Hartford NEXT, Inc. (HNXT) is seeking a highly motivated Independent Contractor to coordinate HNXT's Civic Literacy & Engagement Project. The goal of the project is to increase the number of registered voters in Hartford who actually vote, and encourage residents to participate in their neighborhoods to improve the quality of life. The Contractor will work directly with Hartford's Neighborhood Revitalization Zones (NRZs) and HNXT remotely and in-person. This short-term grant-funded opportunity is from July 2026 through November 2026.

Responsibilities:

- Develop and implement an outreach plan to encourage resident participation in the Civic Literacy & Engagement Project to increase voter turnout and involvement in their NRZ;
- Promote resident participation in focus groups and facilitate discussions on current civic issues;
- Create, produce, and distribute civic literacy materials across various platforms, including social media;
- Work closely with Project Lead to ensure grant requirements are met;
- Organize, plan, and execute outreach events;
- Establish and maintain effective working relationships with stakeholders;
- Conduct program evaluations and report results;
- Complete all reporting required by HNXT and the Greater Hartford Gives Foundation.

Required Expertise and Skills:

- Experience in design and facilitation of focus groups, work with civic engagement initiatives preferred
- Ability to work in-person and virtually, especially evenings and weekends
- Demonstrated ability to evaluate programs, analyze and interpret data
- Bachelor's degree in education, business, social work, community development, nonprofit management, or related field, or an equivalent of combination of education and related experience.

Compensation:

- \$25.00 to \$30.00 per hour
- approximately 20-25 hours per week, including evening and weekend availability.

Hartford NEXT, Inc. (HNXT), a non-profit 501(c) (3) organization, is the coalition of Hartford, CT's 13 Neighborhood Revitalization Zones (NRZs). It is the collective voice of Hartford residents and stakeholders working improve the quality of life in Hartford's neighborhoods.