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Job Posting Education and Enrollment Specialist (full-time)

IRIS (Integrated Refugee & Immigrant Services, Inc., www.irisct.org) is a dynamic refugee resettlement agency with offices in New Haven and Hartford, CT. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities. While IRIS has traditionally focused on helping refugees, it is increasingly serving our undocumented neighbors and other immigrants as well.

IRIS is looking for an Education Specialist who will be part of our Education team and will work closely with case managers serving clients through our SUN (Services for Undocumented Neighbors) program and with staff on the IRIS education team to provide enrollment, wrap around and advocacy support for youth and families. This is a full-time, salaried position. The position is expected to be based in New Haven but may have periodic work in the Greater Hartford area as well.

General Description

This role focuses on providing support for clients and their children who are new arrivals, either undocumented or going through various legal processes including asylum. The Specialist will work closely with SUN team case managers and the education team to ensure that SUN clients are included and present in IRIS educational programming, and are supported in their academic needs throughout the school year. The Specialist will also coach students in college access for undocumented youth.

Candidates must be fully vaccinated against COVID-19 and comfortable coming into contact with other people.

Essential Duties and Responsibilities include:

Support SUN clients with their educational needs

- Conduct 1-on-1 meetings with students and/or their families
- With each newly-enrolled SUN family, share info about relevant IRIS education programs (including an afterschool program for elementary and middle school students and a youth program for high school and college students)
- Work with program coordinators to enroll students in IRIS education programs
- Work with parents to help meet students' educational needs
- Advocate for students and parents in school and community settings
- Coordinate with Ed team for special-needs advocacy in schools
- For families with school truancy issues, meet with the family, student, and case manager to establish a plan

Recruit students to attend IRIS education programs

- Assist in facilitating IRIS afterschool and youth programs, making the spaces inclusive for SUN clients and recent arrivals
- Encourage ongoing SUN student participation in these programs
- Help students and parents arrange transportation to IRIS education programs (including leading public bus orientations for high school students)
- Provide interpretation for SUN students as needed in IRIS education programs.

College access for undocumented students

- Host and/or facilitate workshops for SUN clients on how to apply for college and scholarships
- Provide 1-on-1 guidance to navigate higher education processes

Requirements:

Candidates must be fully vaccinated against COVID-19 and comfortable coming into contact with other people.

The position is accessible to people of varying skill levels and experience. However, the following is essential:

- Bi-lingual: Spanish/English (Potentially able to make an exception for French or Kreyol)
- Must have transportation
- Must have valid Connecticut driver's license

Priority will be given to applicants with the following qualifications:

- Experience or knowledge of the immigration system
- Personal experience with undocumented or mixed status families
- Knowledge of New Haven public school system
- Experience with college access, especially in underserved communities or communities of color
- Experience working with youth
- Experience working within the immigrant community
- Experience working in educational settings
- Ability to work collaboratively with multiple people and programs within IRIS
- Ability to juggle multiple simultaneous tasks
- Ability to troubleshoot and overcome unexpected challenges
- Strong understanding of culturally sensitive case management commitment to anti-racism and the mission of IRIS
- Ease using Google Workspace and spreadsheets
- Ability to work in New Haven and Hartford offices as needed

Compensation: \$46,700 per year

Benefits: Health, vision, dental insurance. Life insurance. Short- and long-term disability insurance. Vacation (3 weeks / year), Personal days (3 days/ year), sick leave (12 days/ year), holidays per IRIS schedule (currently 12 days/ year). 403b retirement plan after 1 year of employment.

To apply, send an email to humanresources@irisct.org as soon as possible with the following:

- A subject line that says “SUN Education Specialist”
- A cover letter
- An attached resume
- three professional references (at least two direct supervisors)

Applications will be reviewed as they are received and will continue to be accepted until the position is filled.