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Job Posting Youth Leadership Coordinator (part-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 a Youth Leadership Coordinator to develop and facilitate programs and to check in directly with immigrant teens and young adults alongside other staff, youth leaders, parents, and teachers. The Coordinator will work to help IRIS youth acclimate to and build ties in the New Haven community. This is a 20-25 hours/week, part-time position.

General Description

The Youth Leadership Coordinator will serve as a staff facilitator and organizer for a twice-weekly Youth Leadership Program. The first weekly session of the program is aimed at helping immigrant high school and aspiring or current college students to explore career pathways, prepare for college or a career path, and to develop and reach their own academic goals. The other weekly meeting is a youth leadership group meeting (divided by gender) whose goal is to empower immigrant teens and young adults to form and deepen friendships across differences, to explore New Haven, to learn about social justice topics, to develop confidence, and to engage in group activities that allow for creative self-expression. This position also includes youth outreach and support which involves one-on-one or small group meetings with teens to assist them in accessing IRIS youth programs and other available educational and wellness resources.

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

Essential Duties and Responsibilities include:

Youth Leadership Program coordination

- Plan and facilitate weekly youth leadership and college and career sessions alongside co-leaders
- Recruit and supervise 1-2 IRIS youth “co-leaders” and 1-2 undergraduate college volunteers per year who assist in planning and facilitating group sessions
- Develop college and career and youth leadership group program “units” in artistic, practical, and academic spheres according to goals and interests expressed by youth
- Develop and facilitate trainings for volunteers and interns assisting with the youth groups

- Plan and chaperone one week-long civil rights- or social justice-themed summer field trips (dependent on annual grant funding)
- Maintain attendance and budget for the Youth Leadership Program to ensure grant compliance
- Engage in youth client outreach for the programs to all teens in the greater New Haven area whose families are served by IRIS
- Lead bus orientations for new participants from their schools to downtown meeting space, and from downtown to their homes, as needed
- Research youth development best practices and seek out opportunities for continuing training as a youth facilitator
- Regularly evaluate and revise program units to improve outcomes according to youth development best practices.

Youth Outreach and Support

- Conduct a one-on-one or small group check-in once per semester with IRIS youth to invite students to participate in youth leadership programming, or to connect to other IRIS education support staff
- Check in a minimum of once per semester with IRIS case managers, high school ESL lead teachers, guidance counselors, and school-based mental health clinicians serving IRIS students to identify youth in need of extra support
- Conduct extra program outreach to IRIS youth who have been identified by family members, teachers, or IRIS staff as needing support and act as a bridge to help those students connect to already-existing resources, and/or to adapt IRIS programs to fit their needs
- If similar issues arise across clients, work with IRIS education staff, school staff, and parents and youth to identify potential solutions or areas of need to advocate for
- Assist IRIS tutoring coordinator to place tutors in high schools with IRIS students, and to match students who are not able to access IRIS programs with a one-on-one mentor

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, priority will be given to applicants with the following qualifications:

- Previous experience serving youth in youth development or educational settings
- Previous experiences communicating cross-culturally
- Previous experience leading groups and developing group curriculum or activities
- A driver's license and ability to occasionally help transport youth (for example, for field trips)

Desired skills and experience:

- Backgrounds or knowledge in teen psychology and development, running psychoeducational groups, family systems, or youth restorative justice practices
- Applicants who speak any of the following languages are especially encouraged to apply, though no second language is required: Spanish, Dari, Pashto, Swahili
- Applicants who identify with historically underrepresented groups in college and professional paths who will be able to mentor refugee and immigrant youth in navigating their lives are especially encouraged to apply
- 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 within the immigrant community
- 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

Compensation: \$23.00 per hour

Benefits: Vacation and sick leave

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

- A subject line that says “Youth Leadership Coordinator”
- 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.