

Job Announcement
ESOL Enrollment Specialist
(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 to hire an ESOL Enrollment Specialist with excellent written, verbal and interpersonal communication skills who will help our adult clients access ESOL programs that best meet their needs. This is a 20-25 hours/week, part-time position attached to the New Haven office.

General Description

The work of the ESOL Enrollment Specialist will include assessing and documenting the English proficiency of new arrivals, meeting with them to discuss ESOL options, assisting them in required testing and program enrollment, and following-up to assess progress. The Specialist may oversee the work of volunteers and/or interns to assist in these efforts. As a member of the IRIS Education Team, the ESOL Enrollment Specialist will support departmental goals and educational initiatives as needed.

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

Essential Duties and Responsibilities include:

- Assess and document the English proficiency of new arrivals, preferably within the first 30 days
- Curate a list of ESOL resources throughout the Greater New Haven area, including key information and logistical details
- Build relationships and partner with organizations that provide ESOL services; advocate for IRIS clients with these organizations
- Meet with clients to discuss ESOL options
- Assist clients with required testing and enrollment

- Help clients with transportation and/or bus orientation as needed, with an eye toward building self-sufficiency
- Assist clients with technology as needed, again with an eye toward building self-sufficiency
- Follow-up and document the progress of clients who enroll in ESOL programs
- Every six months, check in with clients who have not yet enrolled in basic ESOL courses to promote enrollment
- As needed, supervise interns and volunteers to aid with ESOL enrollment
- Keep careful records of services provided, update case notes, and conduct long-term follow up and check-ins after enrollment to assess program efficacy
- Participate in regular IRIS Education Team meetings; support other educational programs and initiatives as needed
- Perform other duties as assigned

Supervises: A team of interns and volunteers, as needed

Supervised by: Director of Education

Priority will be given to applicants with the following qualifications:

- Bachelor’s degree and relevant work experience
- Experience with refugees, asylees, immigrants, undocumented or mixed status families
- Knowledge of and experience with ESOL options in Greater New Haven
- Experience working in educational settings
- Strong presentation, communication, and people skills
- Ability to work collaboratively with multiple people and programs within IRIS
- Outstanding time management and organizational skills
- A commitment to anti-racism, cultural sensitivity, and the mission of IRIS
- Ease using Google Workspace and spreadsheets
- Fluency in spoken and written English
- Familiarity with public transportation
- Ability to travel (a Connecticut Driver’s license and transportation are essential)
- Proficiency in another language preferred (especially Pashto, Dari, Farsi, Swahili, and Arabic)

Compensation: \$23.00 per hour

Benefits: Vacation and sick leave

IRIS is an affirmative action-equal opportunity employer.

To apply, send an email to our Director of Education Services at humanresources@irisct.org as soon as possible with the following:

- A subject line that says “ESOL Enrollment Specialist—YOUR NAME”
- A cover letter
- An attached resume with three professional references

Applications will be reviewed in the order they are received and until the position is filled.