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Job Announcement  
**Office Assistant, Hartford Office**  
(Full-time)

IRIS (Integrated Refugee & Immigrant Services, Inc. [www.irisct.org](http://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.

### **General Description**

IRIS is looking to hire an Office Assistant who will work to support the IRIS Hartford Office with administrative and janitorial tasks such as, welcoming visitors, handling mail, maintaining office organization and cleanliness. The Office Assistant will work to maintain a welcoming and functional office environment and to ensure both client and staff needs in relation to the office environment are supported.

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

### **Essential Duties and Responsibilities include:**

- Open the office for business daily by following opening procedures
- Ensure the office is properly secure throughout each day
- Review and distribute voicemails and mail daily to appropriate staff
- Take daily stock of office supplies and maintain inventory
- Order and restock supplies as needed and submit receipts for disbursement
- Greet and welcome all visitors to the office including clients and people in the community
- Set up and maintain a neat and orderly reception and hospitality area
- Assess any potential problems and appropriately alert staff
- Develop and maintain relationships with community partners by performing outreach and responding to solicitations for information about IRIS to and from community partners
- Answer phone calls and take messages or connect with staff as needed
- Maintain vehicle use logs and manage vehicle maintenance needs, including scheduling oil changes and addressing service needs

- In close cooperation with the program staff, meet the daily needs of operating a fully functioning office including communicating and troubleshooting issues as they arise
- Perform daily light surface cleaning of all office spaces including the bathroom and kitchen areas and a once weekly deep cleaning of all office spaces
- Close the office daily according to closing procedures
- Collaborate closely with Trinity Church staff and IRIS staff
- Perform other duties as assigned

**Supervises:** None

**Supervised by:** Hartford Office Director

**Priority will be given to applicants with the following qualifications:**

- Relevant work experience
- Excellent written, verbal and interpersonal communication skills
- Experience with refugees, asylees, immigrants, and undocumented or mixed status families
- Ability to work collaboratively with multiple people and programs
- 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
- Proficiency in another language preferred (especially Pashto, Dari, Farsi, Swahili, and Arabic)

**Compensation:** \$15.68 hourly

Benefits include health, dental, vision insurance. Life and disability insurance. Vacation (3 weeks); personal days (3 per year); sick days, holidays per IRIS schedule. Eligible for a 403b retirement plan after 1 year.

IRIS is an affirmative action-equal opportunity employer.

**To apply,** send an email to the Director of the Hartford Office at [humanresources@irisct.org](mailto:humanresources@irisct.org) as soon as possible with the following:

- A subject line that says “Office Assistant, Hartford—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.*