

Job Announcement
Community Engagement Assistant
(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.

**Job Summary &
General
Responsibilities**

The Community Engagement Assistant (CAE) supports key processes and special projects underpinning operations in the Community Engagement Department, including volunteer, intern and interpreter coordination. The CAE reports to the Volunteer and Outreach Programs Manager and works with all Community Engagement Team members, as well as across the IRIS organization with other departmental staff as needed. This position also assists with coordination of various events and the IRIS speaker series, under the guidance of the Volunteer and Outreach Programs Manager, the CE Events Specialist, and the CE Director.

Specific Duties Volunteer, Intern, and Interpreter Coordination

- Assists in the coordination of all aspects of volunteer, intern and Interpreter placement, from recruitment to final assignment, ensuring that applications are complete and acknowledged in a timely fashion and working with Manager to process and place appropriately.
- Tracks and documents all applications, corresponding with applicants, updating associated tables and spreadsheets, and coordinating with departments, as needed.
- Initiates and follows up on all reference requests, maintaining detailed and accurate documentation of all references for every applicant.
- Helps coordinate volunteer group activities.
- Schedules appointments, orientations and training.
- Assists in the recruitment of additional volunteers, interns and interpreters, as necessary

Public Interface and Resource Development

- Responds to new requests to assist IRIS in welcoming refugees, connecting members of the public to appropriate IRIS staff..
- Under the direction of CE staff, coordinates outreach for new IRIS Speaker Series requests and client ambassador speakers at various host organizations around the state and region, researching new organizations as appropriate.
- Assists in tracking IRIS events and speaking engagements whether hosted by other organizations or IRIS for grant reporting requirements.
- Handles paperwork relating to payment of client ambassador speakers for speaking engagements

Events & Other Processes Support

- Provides organizing and outreach support to the Events Specialist for the Run for Refugees, IRIS's annual fundraising 5k event, in collaboration with other IRIS staff and with external organizations as directed by Events Specialist
- May assist CE staff with recruitment of clients for IRIS Ambassador speaking engagements
- May assist Events Specialist with select one-time fundraising events in the community
- During high volume times, may support donor acknowledgement process as needed, including generation of thank you notes, tracking for signatures, and other tasks to facilitate timely recognition of gifts.
- Other duties as assigned.

Supervises None

Reports to Volunteer and Outreach Programs Manager

Personal

Attributes

- Positive, solution-oriented personality and style
- Strong people skills, as well as customer service
- Ability to supervise volunteer teams and work as part of a team, as well as independently
- Thrives in grassroots, start-up style organizational culture
- Commitment to maintaining confidentiality
- Dedication to serving the immigrant community
- Sense of humor

Professional Requirements

- Proficiency in Microsoft Office and Google Suite
- Excellent oral and written communication skills
- Ability to gather, analyze and summarize information including numerical, financial and contextual data
- Outstanding organizational skills and attention to detail

Education Requirements

Bachelor's Degree or equivalent experience preferred/

Hours & Benefits

- 40 hours per week, full-time hourly position
- Includes: vacation (3 weeks/year), personal days (3 days/year), holidays per IRIS schedule, sick leave. Health, vision, dental, life, and disability insurance; Eligible for 403b retirement plan after one year of service.

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

Compensation: \$19.50 - 20.16 an hour

IRIS is an affirmative action-equal opportunity employer.

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

- A subject line that says "Community Engagement Assistant"
- A cover letter
- An attached resume and two references

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