

Job Announcement
Higher Education Coordinator
(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.

General Description

IRIS is looking to hire a Higher Education Coordinator (HEC) with excellent written, verbal and interpersonal communication skills who will lead the effort to help refugee, asylee and immigrant families access higher education and career advancement opportunities. This person must be an organized self-starter who is able to thrive in a diverse and growing organization. The work will include educating middle and high school students on their schooling options, facilitating transitions from high school to college, coordinating career/vocational training, credential and licensure guidance, and relationship building with community partners in higher education services. The HEC will work with groups and individuals participate in various educational programming throughout the year. The HEC will establish and nurture working relationships with local boards of education, high schools, community partners, and colleges and universities. The HEC will work with, and help manage, a team of intern and volunteer supporters.

Candidates must be fully vaccinated against COVID-19 and comfortable coming into contact with other people. This is an in-person position based in our New Haven office.

Essential Duties and Responsibilities include:

- Assess college and career preparation resources at local high schools that serve our clients. Encourage clients to take advantage of these resources and provide supplemental programming.
- Establish and follow a higher education calendar for students progressing through the eighth grade into the first year of college.
- Build relationships and partner with existing non-profits offering higher education services and opportunities.
- Develop relationships with admissions and financial aid offices who may not have intimate knowledge of our clients' particular residency and financial situations.
- Help refugee parents and young adults understand the US higher education system and what is expected of them through presentations, other programming, and visits to local colleges.

- Provide and oversee one-on-one counseling and support to high school age students, their families, and young adults in their pursuit of higher education opportunities.
- Develop relationships with licensure organizations in popular fields to minimize the time it takes to review documents.
- Provide FAFSA completion and renewal support.
- Incorporate elements of college and career readiness into the summer learning program for refugee youth.
- Keep careful records of services provided, update case notes, and conduct long-term follow up and check-ins after enrollment to assess program efficacy.
- Regularly assess student progress in order to assist individuals in making informed decisions regarding educational choices.
- Coordinate with the IRIS Employment Team to support clients who are seeking better job opportunities through higher education.
- Provide regular programming and support to young adult clients through the Youth Leadership Program.
- Supervise interns and volunteers to mentor youth and support clients in their pursuit of higher education.
- 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

Supervised by: Director of Education

Priority will be given to applicants with the following qualifications:

- Bachelor's degree and relevant work experience
- Experience with college access, especially in underserved communities and/or communities of color
- Experience in counseling, working with youth and families, and facilitating groups
- A strong understanding of the US higher education system
- Knowledge of and experience with area colleges and universities and the application process
- Experience with the financial aid process and FAFSA
- Experience with refugees, asylees, immigrants, and undocumented or mixed status families
- 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
- Ability to travel around New Haven and beyond as needed (a Connecticut Driver's license and transportation are essential)
- Fluency in spoken and written English
- Proficiency in another language preferred (especially Pashto, Dari, Farsi, Swahili, and Arabic)

Compensation: \$46,700, full-time, salaried

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

IRIS is an affirmative action-equal opportunity employer.

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

- A subject line that says “Higher Education Coordinator—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.