

JOB POSTING

Housing & Donations Assistant - Hartford

Job Summary & General Responsibilities

IRIS must ensure that all newly arriving refugees are provided with a welcoming home. The Housing & Donations Assistant (HDA) works with IRIS' Hartford arrivals team and the Housing & Donations Manager to ensure that homes in the Hartford area are ready when clients arrive and that homes are provided with supplies in accordance with the Cooperative Agreement. The Hartford HDA also takes the lead on maintaining the Hartford storage facility where donations are stored and where items for apartment setups are housed. The Hartford HDA coordinates with the team in New Haven to ensure that donations and supplies are shared in the most efficient way possible.

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

Specific Duties

Client Services Coordination

- Coordinates apartment set ups, including cleaning apartment, furnishing it, supplying all necessary household goods and arranging them in a welcoming way

Donations Coordination

- Collects donations of furniture and household items as needed
- Communicates needs for volunteer help to Housing & Donations Manager and IRIS Volunteer Coordinator
- Ensures that IRIS storage spaces are well organized, in coordination with volunteers
- Assists with set up of annual winter clothing and accessories space in coordination with Hartford Office Director and Deputy Director of Resettlement Services
- Manages proper recycling and disposal of excess donations and waste
- Maintains regular contact with Housing & Donations Manager in New Haven to ensure efficiency and parity
- Other Duties as directed by or as approved by the Housing & Donations Manager

Candidates must have:

- Candidates must be vaccinated against COVID-19 and comfortable coming into contact with other people.
- Excellent oral and written communication skills in English
- A demonstrated commitment to anti-racism and IRIS' mission
- A basic understanding of refugee resettlement
- Energy and enthusiasm for the work
- Experience and comfort using basic computing and spreadsheet software (Word, Excel, Google Docs)
- Driver's license, insurance, good driving record

Supervises Volunteers
Reports to Housing & Donations Manager - Hartford

Hours & Benefits The expected hours for this position is 15 hours per week. This is a part time hourly and accrued vacation and sick time

Compensation \$19 - \$21/hour

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

- A subject line that says "Hartford H&D Assistant"
- A cover letter
- An attached resume including 3 professional references including 2 previous supervisors The position is available immediately. Applications will be reviewed in the order they are received and until the position is filled.