Job Announcement

Family Literacy Program Preschool Readiness Assistant
(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 experienced and caring assistant to work with the young children enrolled in our Family Literacy Program, which is held at the United Church on the Green Parish House, 323 Temple Street, New Haven. This is a 20-25 hours/week, part-time position.

General Description

The Family Literacy Program Preschool Readiness Assistant will assist in facilitating daily programming for 10-20 children between the ages of birth and 4 who are enrolled in the IRIS Family Literacy Program. The FLPPRA will work together with the early childhood educator and a team of volunteers and be responsible for maintaining a positive learning environment to promote early learning and social success.

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

Specific Duties

- Implement educational programming for children as part of a Family Literacy program for refugee and immigrant families in New Haven.

- Direct a team of classroom volunteers and interns in daily activities and educational programming to promote physical, cognitive, language, emotional, and social development.

- Organize daily art projects and enrichment activities designed for infants and toddlers.

- Assist infants and toddlers to transition from their mothers and encourage interactions with other children within the classroom.
• Help plan program curriculum and activities with the Early Childhood Educator and the Family Literacy Program Manager.

• Speak with parents during the program. (Pashto or Dari ability is preferred.)

• Participate in Parent Education and Interactive Literacy Activity sessions.

• Participate in regular IRIS Education Team meetings; support other educational programs and initiatives as needed.

Priority will be given to applicants with the following qualifications:

• Experience working with young children
• A positive “can-do” attitude and a calm, kind demeanor
• Good communication and people skills
• Ability to communicate in English
• Proficiency in another language preferred (especially Pashto, Dari, Farsi, Swahili, Arabic, or Spanish)

Supervises: Volunteers
Supervised by: Director of Education

Regular Hours: 8:45am to 12:30pm Monday through Friday, with an extended day on Wednesday until 2:00pm.

Calendar: The program will follow the New Haven Public Schools calendar

Compensation: $19.00 - $20.16 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 “Preschool Assistant—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.

No Phone call please