



235 Nicoll Street, New Haven, CT 06511
120 Sigourney Street, Hartford, CT 06105

TELEPHONE: (203) 562-2095

EMAIL: info@irisct.org

WEB: irisct.org

Job Posting

Education Outreach and Enrollment Specialist for Undocumented Immigrants (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.

IRIS is looking for a fluent Spanish-speaker to serve as an education advocate for our undocumented clients. This person will be part of the education team. The Outreach and Enrollment Specialist will work closely with case managers serving clients through our SUN (Services for Undocumented Neighbors) program and with other members of the education team to provide enrollment, wrap around, and advocacy support for youth and families. This is a full-time, in-person, salaried position based in our New Haven office.

General Description

This role focuses on providing support for clients and their children who are new arrivals, either undocumented or going through various legal processes including asylum. The Specialist will work closely with SUN team case managers and the education team to ensure that SUN clients are included and present in IRIS educational programming, and are supported in their academic needs throughout the school year. The Specialist will also coach students in college access for undocumented youth.

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

Essential Duties and Responsibilities include:

Support SUN clients with their educational needs

- Conduct 1-on-1 meetings with students and/or their families to orient them about schooling, including the expectations of students and parents
- Enroll school-aged children in school
- Support parents in being active partners in their children's education
- Work with parents to help meet students' educational needs
- Advocate for students and parents in school and community settings

- Coordinate with Ed team for special-needs advocacy in schools
- For families with school truancy issues, meet with the family, student, and case manager to establish a plan
- Help enroll and support SUN clients in ESOL classes, as needed

Recruit and support students in IRIS education programs

- Inform SUN families about relevant IRIS education programs (including an afterschool program for elementary and middle school students and a youth program for high school and college students)
- Work with program coordinators to enroll students in IRIS education programs
- Assist in facilitating IRIS After School, the Summer Learning Program, and other youth programs, making the spaces inclusive for SUN clients and recent arrivals
- Encourage ongoing SUN student participation in these programs
- Help students and parents arrange transportation to IRIS education programs (including leading public bus orientations for high school students)
- Provide interpretation for SUN students as needed in IRIS education programs.

Facilitate college access for undocumented students

- In coordination with the Higher Education Coordinator, facilitate workshops for SUN clients on how to apply for college and scholarships
- Provide 1-on-1 guidance to navigate higher education processes

Supervised by: Director of Education

Requirements:

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

The position is accessible to people of varying skill levels and experience. However, the following is essential:

- Bi-lingual: Spanish/English
- Must have transportation
- Must have valid Connecticut driver's license

Priority will be given to applicants with the following qualifications:

- A Bachelor's degree

- Experience or knowledge of the immigration system
- Personal experience with undocumented or mixed status families
- Knowledge of New Haven public school system
- Experience with college access, especially in underserved communities or communities of color
- Experience working with youth
- Experience working within the immigrant community
- Experience working in educational settings
- Ability to work collaboratively with multiple people and programs within IRIS
- Ability to juggle multiple simultaneous tasks
- Ability to troubleshoot and overcome unexpected challenges
- Strong understanding of culturally sensitive case management commitment to anti-racism and the mission of IRIS
- Ease using Google Workspace and spreadsheets
- Ability to work in New Haven

Compensation: \$45,000 - \$46,700 per year

Benefits: Health, vision, dental insurance. Life insurance. Short- and long-term disability insurance. Vacation (3 weeks / year), Personal days (3 days/ year), sick leave (12 days/ year), holidays per IRIS schedule (currently 12 days/ year). 403b retirement plan after 1 year of employment.

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

- A subject line that says “Education Specialist for Undocumented Immigrants – YOUR NAME”
- A cover letter
- An attached resume
- three professional references (at least two direct supervisors)

Applications will be reviewed as they are received and will continue to be accepted until the position is filled.