

## **Community Sponsor Coach - Connecticut**

(full-time, hybrid or on-site)

IRIS (Integrated Refugee & Immigrant Services, Inc., [www.irisct.org](http://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. IRIS serves refugees, asylum seekers, asylees, undocumented neighbors and other immigrants as well.

The Community Sponsor Coach (CSC) works with community groups throughout Connecticut in partnership with the IRIS Co-Sponsorship Team. The CSC works primarily with the Co-Sponsorship Program Manager and assigned CS groups to oversee resettlement of refugee and immigrant families in Connecticut communities as the families successfully restart their lives in the U.S.

### **Programs**

- Oversees resettlement of families within the Reception & Placement program, humanitarian parole, asylum seeker programs, and others as identified.
- Focuses on family self-sufficiency, as soon as practical, as a core tenet of all programs
- Centers community volunteer engagement and management in successful family resettlement as a core component of position and program success

### **Group Oversight and/or Case Management**

- Provides ongoing CS group guidance and coaching, as needed and requested by clients and CS group leads throughout resettlement period
- Assists CS group leads in identifying resources to be accessed within the community, ideally, and or consulted within IRIS to address family and group needs
- Conduct a pre-arrival meeting with the core members of the CS group to review requirements and expectations
- Coordinates with CS group lead to ensure that all pre-arrival preparations meet requirements (checklists are completed, travel arrangements made, apartment is ready, etc.).
- Facilitates or conducts home visits according to program criteria to ensure that progress is being made towards resettlement goals and support transition from period of intensive services towards self-sufficiency
- During the first 90 days, communicating weekly with each CS group lead to keep track of progress in all areas and ensure all other documentation requirements are met.
- Ensures accurate and complete maintenance of physical case file in New Haven or Hartford office according to compliance deadlines and program requirements
- Reviews financial receipts submitted by CS groups for completeness and appropriateness per contractual guidelines, prior to submission to finance for reimbursement
- Serves as Case Manager of record for IRIS program guidelines and contractual requirements
- Limited travel within Connecticut may be required

### **Group Facilitation and Professional Development**

- Provides CS group lead, if requested, with guidance as to group discussion sessions and tools to improve group functioning
- Participates in professional development session creation or delivery, as needed, in partnership with the CS Team and CS group leaders.
- Performs other duties as needed

**Requirements | Candidates must have:**

- A commitment to IRIS' mission and anti-racism
- Ability to connect with and manage community leaders, as well as connect with clients, supporters, and staff of diverse backgrounds, to establish a rapport of partnership
- Excellent writing, communication, and organizational skills
- Fluency in spoken and written English
- Strong computer skills including Google Suite, Microsoft Word, Microsoft Excel,
- Knowledge of immigration-related policy and current events
- 6 - 8 years of relevant fundraising, communications, advocacy, & management experience
- Minimum Bachelor's Degree, preferably in a related field, eg Journalism, Marketing, Public Policy, etc.

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

**In submitting an application for employment, the applicant grants IRIS permission to check references as well as question anyone who might be familiar with the candidate's job performance.**

Supervises: Up to 20 Community Group leaders.

Reports to: Co-Sponsorship Program Manager

Compensation: \$48,160 - \$53,000 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, please send a cover letter and resume to [humanresources@irisct.org](mailto:humanresources@irisct.org), with the subject line: Community Sponsor Coach [Your Name].**