



235 Nicoll Street Second Floor

New Haven, CT 06511

120 Sigourney, Street

Hartford, CT 06105

TELEPHONE: (203) 562-2095

JOB DESCRIPTION

Employment Services Assistant

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. IRIS serves refugees, asylum seekers, asylees, undocumented neighbors and other immigrants as well.

Job Summary & General Responsibilities

The Employment Services Assistant contributes specifically to the effort of communicating with clients enrolled in the Wilson Fish TANF Coordination project (aka MAP). The ESA will communicate directly with clients to provide information about MAP. The ESA will also coordinate communications between MAP English Tutors, their tutees, MAP Fundamental Case Managers, and Employment Specialists. This is a hybrid position with primarily remote hours.

Specific Duties

Client Services

- Help pair English tutors and MAP participants and facilitate introductions and information sharing between the two parties
- Field emails from English tutors and coordinate organized responses between Employment Specialists
- Conduct regular check-ins with English tutors and collect relevant information about students' progress
- Assist with coordination and preparation of various MAP activities and training programs

Administrative Management

- Update various spreadsheets and database with case notes for all MAP participants
- Keep client/tutor data documents updated
- Create and manage new spreadsheets for the volunteer English tutoring program as required

- Track and record participant tutoring hours and time spent using Burlington English on the appropriate spreadsheet and record tutoring hours on student career development plans regularly
- Communicate regularly with New Haven Adult Education to obtain student attendance to ESL classes and CASAS scores and record information on corresponding career development plans
- Special projects as needed regarding MAP and Employment

Ideal candidates will:

- Be proficient in Google Workplace and have experience with databases
- Have the ability to work independently or collaboratively
- Bring a can-do attitude to a fast-paced environment

Supervises N/A

Reports to Employment Services Manager

Hours & Benefits Part-time position expected to average 20 hours/week and accrued vacation and sick time. The salary range for this position is \$19.50 - \$20.16.

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.

No Phone call please!

To apply, please send a cover letter and resume to humanresources@irisct.org, with the subject line: Employment Services Assistant [Your Name].