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Education Programs Coordinator, Hartford Office (Full-time)

Job description

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.

General Description

IRIS is looking to hire an Education Programs Coordinator who will lead the effort to develop and coordinate educational programs for IRIS families with children in the Greater Hartford Area. These programs will eventually include, but will not be limited to, a Family Literacy Program, a Summer Learning Program, an After School Program, an In-School Tutoring Program, and a Youth Leadership Program. The Education Programs Coordinator will also build relationships with existing community educational programs in the Greater Hartford Area so that IRIS clients can benefit from a full range of educational opportunities available to them.

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

Essential Duties and Responsibilities include:

- Develop and coordinate educational programming for IRIS clients in the Greater Hartford Area to best meet their educational needs and goals
- In cooperation with community partners, secure programming space and logistical support as needed
- Recruit and retain programming staff, interns, and volunteers as needed
- In conjunction with program budgets, plans, and needs, purchase necessary learning and program supplies
- Curate a list of community educational programming and resources throughout the Greater New Hartford area, including key information and logistical details

- Work with other Hartford office staff to inform clients of community programming options, and help clients take advantage of educational opportunities
- Build and maintain ongoing relationships with community partners offering educational programming
- Oversee the careful keeping of records of services provided, update case notes, and conduct long-term follow up and check-ins to assess program efficacy
- Participate in regular IRIS Education Team meetings; support other educational programs and initiatives as needed
- Collaborate closely with Hartford-based Case Management staff
- Perform related duties as assigned

Supervises: A team of interns and volunteers

Supervised by: Hartford Office Director and Director of Education

Priority will be given to applicants with the following qualifications:

- Bachelor's degree and relevant work experience
- Excellent written, verbal and interpersonal communication skills
- Experience in program development, education, and/or youth and families services
- Experience with refugees, asylees, immigrants, and undocumented or mixed status families
- Strong presentation, communication, and people skills
- Ability to work collaboratively with multiple people and programs
- Outstanding time management and organizational skills
- A commitment to anti-racism, cultural sensitivity, and the mission of IRIS
- Ease using Google Workspace and spreadsheets
- Ability to work and to meet with people in a variety of locations (a Connecticut Driver's license and transportation are essential)
- Fluency in spoken and written English
- Proficiency in another language preferred (especially Pashto, Dari, Farsi, Swahili, French, Spanish, and Arabic)

Compensation: \$48,160, 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.

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.

To apply, please send a cover letter and resume to humanresources@irisct.org, with the subject line: Education Programs Coordinator - Hartford [Your Name].