



JOB DESCRIPTION

Education Programs Manager - Hartford

IRIS – Integrated Refugee & Immigrant Services (www.irisct.org), a dynamic nonprofit organization in New Haven CT, has an opening for a full-time Paralegal in its Legal Department. IRIS is a refugee resettlement agency providing high quality and culturally sensitive assistance to immigrants and refugees in Connecticut. Our goal is to help immigrants establish new lives, regain hope, and contribute to the vitality of Connecticut's communities. IRIS currently serves clients from Syria, Iraq, Afghanistan, Democratic Republic of Congo, Eritrea, Cuba, Sudan, Egypt, and Venezuela, among others.

Job Summary & General Responsibilities

The Education Programs Manager (EPM) will work to develop education programs meant to serve families with children in the Greater Hartford Area. These programs will include, but may not be limited to, a Family Literacy Program, a Summer Learning Program, and an In-School Tutoring Program. The EPM will also work to build relationships with existing educational programs in the Greater Hartford Area so that clients can benefit from a full range of opportunities available to them.

Specific Duties

- Develop educational programming for IRIS clients in the Greater Hartford Area to best meet their educational needs and goals - including, the IRIS Summer Learning, Family Literacy and In-School Tutoring Programs
- Oversee daily and seasonal operations of all IRIS educational programming in the Greater Hartford Area
- 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 planning and needs, purchase necessary learning and program supplies.
- Create the best possible learning environment and educational experience by addressing challenges early and working closely and communicating well with team members

- In close cooperation with the program staff, meet the daily needs of students, including providing academic and social support for each client as an individual and communicating on a daily basis with clients to share successes and troubleshoot any challenges.
- When best and possible, arrange for clients to enroll in community educational programming
- Continually review and evaluate IRIS education programs and based on findings, make necessary adjustments
- Build and maintain ongoing relationships with community partners offering educational programming
- Collaborate closely with Hartford-based Case Management staff
- Perform other duties as requested by supervisors

Work Experience and qualifications:

Essential skills and experience:

- Previous experience serving youth in youth program development or educational settings
- Previous experiences communicating cross-culturally
- Previous experience leading groups and developing group curriculum or activities
- Commitment to anti-racism and the mission of IRIS
- A driver's license and ability to occasionally help transport youth (for example, for field trips)

Desired skills and experience:

- Backgrounds or knowledge in teen psychology and development, running psychoeducational groups, family systems, or youth restorative justice practices
- Applicants who speak any of the following languages are especially encouraged to apply, though no second language is required: Spanish, Dari, Pashto, Swahili
- Applicants who identify with historically underrepresented groups who will be able to mentor refugee and immigrant youth in navigating their lives are especially encouraged to apply
- Personal experience with undocumented or mixed status families
- Knowledge of the Hartford public school system
- Experience working within the immigrant community
- 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 practices
- Ease using Google Workspace and spreadsheets

Supervises: Programming staff, interns and volunteers

Reports to: Director of Education and Hartford Office Director

Compensation: \$53,000 full-time, salaried

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.

Candidates must be fully 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.

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

- A subject line that says "Education Programs Manager, Hartford—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.