



Family Literacy Program Coordinator (Hartford)
(on-site)

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, asyumes, undocumented neighbors and other immigrants as well.

General Description

The Family Literacy Program Coordinator will facilitate daily programming for 10-15 children, ranging in age from birth to age 4, who are enrolled in the IRIS Family Literacy Program. This role will work together with a team of assistants and volunteers and will be responsible for maintaining a positive learning environment to promote early learning and social success.

The Family Literacy Program Coordinator must be detail-oriented and organized and able to adapt to the evolving needs of the program. The program will be held on-site and in conjunction with ESOL classes for the parent(s) of children enrolled in the program. This role will also collaborate with the Education Program Manager to develop and facilitate wellness programming for families participating in the Family Literacy Program.

Essential Duties and Responsibilities

Hartford Family Literacy Program Coordinator

- Training new interns and volunteers to perform key tasks as needed
- Prepare and oversee a curriculum including daily lesson plans and activities for children ranging in age from birth to 4, as appropriate
- Modify curriculum as needed, based on review, feedback, and input from various sources and in collaboration with the Education team
- Maintain a language-rich environment for students who are all, or almost all, English Language Learners who speak a variety of home languages including Pashto, Dari, Arabic, Swahili, and Spanish
- In conjunction with curriculum and lesson planning, create a list of necessary learning and program supplies and manage procurement
- Assist in the planning and supervision of regular indoor/outdoor recreational activities both on and off site to promote exercise and healthy living habits
- Oversee program recruitment efforts, including outreach to eligible families
- Maintain regular communication with families enrolled in the program to discuss student needs and progress
- Collaborate with community partners to deliver wellness programming in support of family health and wellbeing
- Supervise program assistants to support program objectives
- Writes case notes to document client contact and services provided
- Other duties as deemed necessary by Education Programs Manager, Director of Education Services and Hartford Office Director

Requirements | Candidates must have:

- At least 3 - 4 years of professional experience in early learning educational settings or equivalent
- Experience in developing and implementing early childhood programming
- Excellent oral and written communication skills in English
- Ability to manipulate basic spreadsheets
- A demonstrated commitment to anti-racism and IRIS' mission
- A basic understanding of refugee resettlement
- Ability to quickly build rapport with clients and volunteers of diverse backgrounds
- Energy and enthusiasm for the work
- Experience with basic Microsoft office and Google Suite software (Word, Excel, Google Docs)
- Driver's license, insurance, good driving record
- Knowledge of the Hartford area
- Ability to speak another language (especially Arabic, Dari, Farsi, Swahili or Pashto) is preferred but not required

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.

Report to: The Education Programs Manager

Supervises: Volunteers and interns

Compensation and Benefits:

The Family Literacy Program Coordinator is full-time (40 hours per week). The salary range for this position is \$48,000 - \$49,600 per year.

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 humanresources@irisct.org with the following:

- A subject line that says “Family Literacy Program Coordinator - Hartford: [Candidate first and last name]”
- Cover letter
- Resume
- Contact information for two references