



JOB DESCRIPTION

Hartford Family Literacy Program Assistant (FLPA)

IRIS-Integrated Refugee & Immigrant Services in Hartford, CT is currently seeking an Assistant in the Family Literacy Program. Our program requires you to have a passion for early education and experience working with infants and toddlers. The Assistant will assist in facilitating daily programming along with the lead teacher and the help of a team of interns and volunteers.

Job Summary & General Responsibilities

The Hartford Family Literacy Program Assistant (FLPA) will assist in facilitating daily programming for 10-20 children between the ages of birth and 4 who are enrolled in the IRIS Family Literacy Program in Hartford. The FLPA will work together with the Family Literacy Program Coordinator and a team of volunteers and be responsible for maintaining a positive learning environment to promote early learning and social success.

Specific Duties

- Implement educational programming for children as part of a Family Literacy program for refugee and immigrant families in Hartford.
- Direct a team of classroom volunteers and interns in daily activities and educational programming to promote physical, cognitive, language, emotional, and social development.
- Organize daily art projects and enrichment activities designed for infants and toddlers.
- Assist infants and toddlers to transition from their mothers and encourage interactions with other children within the classroom.
- Help plan program curriculum and activities with the Family Literacy Program Coordinator and the Education Programs Manager.
- Speak with parents during the program.
- Participate in Parent Education and Interactive Literacy Activity sessions.
- Collaborate as part of the larger IRIS Education Department to strengthen and share best practices

Supervises: Volunteers

Reports to: Education Programs Manager

Regular Hours: 8:45am to 12:30pm Monday through Friday, with an extended day on Wednesday until 2:00pm.

Compensation & Benefit: The salary range for this position is \$20.00 - \$21.37 per hour. This is a 20 hours/week, part-time temporary position and no benefit.

Work Experience: Experience required: 1 year of Early Ed Experience (preferred)
Coursework in child growth & development Experience with infants and toddlers

Qualifications: Associate Degree (preferred); ability to speak Pashto, Dari or Swahili (preferred).

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.

Location: Hartford

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

- A subject line that says "Hartford Family Literacy Program Assistant (FLPA)—
YOUR NAME"
- A cover letter
- An attached resume with three professional references