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## **Job Announcement**

### **Ukrainian Program Data Coordinator-Full-time (Hybrid remote/on-site)**

IRIS (Integrated Refugee & Immigrant Services, Inc, [www.irisct.org](http://www.irisct.org)) is a dynamic refugee resettlement agency based in Connecticut, working in the New England Region and nationally, with a main office in New Haven and a satellite office in Hartford. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, enriching their new communities.

#### **General Description**

As an integral part of the Ukrainian Program Team, the Data Coordinator (DC) supports the Ukrainian team with budgetary and expense management, as well as targeted programmatic support for key analytical and technology-related tasks. The DC will manage the submission and documentation of expenses in collaboration with the program managers. In addition, the DC will support database systems for client data entry in two database systems (Client Track and Extended Reach). The DC will also conduct documentation review, tracking, and feedback to the Ukrainian team for client case files.

Success for the DC will include timely, accurate submission of expenses, analyses of data completed in a timely fashion as reported by team leaders, and timely feedback of analytical data to program managers in areas of programmatic support.

#### **Essential Duties and Responsibilities include:**

##### **Program Budgets and Expenses**

- Regularly submit expenses for the Ukrainian Program team to the finance team, in a timely manner and with prior review by program managers to ensure proper approvals are secured.
- Provide clear feedback to managers regarding incorrect submissions and follow-up to obtain proper documentation.
- Work closely with the Sponsorship Analyst and the Finance department for accurate accounting of expenditures.

##### **Programmatic Support**

- Regularly review and report on client data integrity within Client Track and Extended Reach Databases for the Ukrainian Program clients, following up with case managers for missing and/or incorrect data
- Conduct case file documentation reviews with Ukrainian Program Case Managers and update files regularly
- Assist managers and directors in preparation for monitoring by federal, state, and national partners
- Develop key charts and graphics for ongoing program tracking, evaluation, and promotion
- Provide ongoing support to program staff in troubleshooting database issues and maintaining data integrity.

### **Compliance and Data Privacy**

- Ensure compliance with all relevant data privacy and security regulations
- Implement and maintain data backup and disaster recovery protocols

### **Key Attributes**

- Positive, solution-oriented personality and style.
- “Systems thinking” approach to organizing data and processes, including the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to details and accuracy.
- Extremely comfortable learning new software, e.g. learning management systems, data analytics within and related Google Suite, financial systems software, website interface, etc.
- Exceptional people skills, as well as customer service orientation.
- Thrives in grassroots, start-up style organizational culture.
- Commitment to maintaining confidentiality and exceptionally high-quality standards.
- Dedication to serving the immigrant community and to being a part of an anti-racist organization.

### **Professional Requirements**

- COVID-19 vaccination required
- Proficiency in Microsoft Office
- Proficiency in Google Suite
- Proficiency in or ability to learn and use various software platforms
- Proficiency in social media platforms (e.g. Facebook, Twitter, Instagram)
- Experience working with refugees and migrants.
- Experience managing programs involving community volunteers such as refugee sponsors.
- Written and verbal fluency in English required.
- Fluency in a second language is a plus (please indicate on resume).
- Minimum 2-4 years’ professional experience
- Experience in database management and data quality assurance.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.

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.

**Education Requirements:** Bachelor's Degree or equivalent life experience

**Compensation:** \$44,100 – 46,000 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.

IRIS is an affirmative action-equal opportunity employer.

To apply, send an email to, at [humanresources@irisct.org](mailto:humanresources@irisct.org) as soon as possible with the following:

- A subject line that says "Ukrainian Program Data Coordinator"
- A cover letter
- An attached resume

Applications will be reviewed in the order they are received and until the position is filled.