



Ukrainian Program Sponsor Support Specialist- Connecticut

(Part-time, hybrid or 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, asylees, undocumented neighbors and other immigrants as well.

The Ukrainian Program Sponsor Support Specialist (UPSSS) works with Uniting for Ukraine sponsors/supporters throughout Connecticut in partnership with the IRIS Ukrainian Program Team. The UPSC works primarily with the Ukrainian Program Manager to support the resettlement of paroled families in Connecticut communities as the families successfully restart their lives in the U.S. under the Uniting for Ukraine Humanitarian Parole program. Sponsors/supporters for Ukrainian Humanitarian Parolees are untrained private individuals who agree to support Ukrainians for the 2-year period of their parole into the US. They rely on the support and case management services of IRIS's Ukrainian program team. The UPSSS will be the point of contact for sponsors/supporters needing IRIS's assistance with their beneficiaries.

Sponsorship Development

- Primary contact person for sponsors who want assistance and support in resettling their U4U beneficiaries.
- Coach sponsors on family self-sufficiency, as soon as practical, as a core tenet of refugee resettlement
- Review key needs of newcomers and key services to be completed with the sponsor to identify which can be done by the sponsor, as well as which need assistance from IRIS Ukrainian Program Team members
- Work closely with the Ukrainian Program Team and other IRIS staff, as appropriate, to connect sponsors and beneficiaries to key services.
- Provide online peer-learning events for sponsors
- Identify active/involved sponsors to coach new sponsors

- Outreach to sponsors who are not aware they can enroll their beneficiaries into IRIS's Ukrainian Program services.
- Develop potential sponsorship interest in Community Sponsorship programs at IRIS (Co-sponsorship, Sponsor Circles, Welcome Corps) beyond the Ukrainian Program
- Provides ongoing UPSC sponsor/supporter guidance and coaching, as needed and requested by Sponsors
- Assists sponsors/supporters in identifying resources to be accessed within the community, ideally, and/or services within IRIS to address client needs
- Must maintain and record detailed casenotes
- Travel within Connecticut will be required, with mileage reimbursement

Requirements | Candidates must have:

- A commitment to IRIS' mission and anti-racism
- Ability to connect with and manage community leaders, as well as connect with clients, supporters, and staff of diverse backgrounds, to establish a rapport of partnership
- Excellent writing, communication, and organizational skills
- Fluency in spoken and written English required
- Fluency in Ukrainian or Russian preferred, but not required
- Strong computer skills including Google Suite, Microsoft Word, Microsoft Excel, databases
- Strong attention to detail, record-keeping and follow-up
- Knowledge of immigration-related policy and current events
- Minimum Bachelor's Degree or equivalent experience, preferably in a related field

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.

Reports to: Ukrainian Program Manager

Compensation: The salary range for this position is \$ 22.50 - \$23.84/hour part-time, 30 hours per week

Benefits: Health insurance (health, dental, vision) is available to regular employees working 30 hours or more. PTO, vacation and sick leave. Holidays are per IRIS schedule. Eligible for 403b retirement plan after 1 year.

IRIS is an affirmative action-equal opportunity employer.

To apply, please send a cover letter and resume to humanresources@irisct.org, with the subject line: Ukrainian Program Sponsor Support Specialist [Your Name].