Employment Services Assistant
(Part-Time, in office location)

IRIS (Integrated Refugee & Immigrant Services, Inc., www.irisct.org) is a nonprofit organization whose mission is to help refugees and other displaced people establish new lives, strengthen hope, and contribute to the vitality of Connecticut’s communities. 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. With offices in New Haven and Hartford, IRIS serves refugees, asylum seekers, asylees, humanitarian parolees, undocumented neighbors and other immigrants.

General Description

The Employment Services Assistant contributes specifically to the effort of communicating with clients enrolled in the Wilson Fish TANF Coordination project (aka Move Ahead Project-MAP). The ESA will communicate directly with clients to provide information about MAP. The ESA will also coordinate communications between MAP English Tutors, their tutees, MAP Fundamental Case Managers, and Employment Specialists. The majority of this job will require in-person work at the office, but certain components can be done remotely.

Specific Duties:

Client Services:

- Help pair English tutors and MAP participants and facilitate introductions and information sharing between the two parties.
- Field emails from English tutors and coordinate organized responses between Employment Specialists.
- Conduct regular monthly check-ins with English tutors and collect relevant information about students’ progress.
- Assist with coordination and preparation of various MAP activities and training programs.

Administrative Management:

- Update various spreadsheets and database with case notes for all MAP participants.
- Keep client/tutor data documents updated.
- Create and manage new spreadsheets for the volunteer English tutoring program as required.
● Track and record participant tutoring hours and time spent using Burlington English on the appropriate spreadsheet and record tutoring hours on student career development plans regularly
● Communicate regularly with New Haven Adult Education to enroll clients and obtain student attendance to ESL classes and CASAS scores. Record information on corresponding career development plans
● Special projects as needed regarding MAP and Employment

Ideal candidates will:
● Be proficient in Google Workplace and have experience with databases
● Have the ability to work independently or collaboratively.
● Bring a can-do attitude to a fast-paced environment

Candidates must be fully vaccinated against COVID-19 and comfortable coming into contact with other people.

Reports to: Senior Employment Specialist

Compensation: The salary range for this position is $20.37 - $21.37 per hour.

Working hours: Part-time position expected to average 25 hours/week

Education Requirements: Bachelor’s Degree or equivalent experience

Benefits: Part time, hourly position; vacation and PTO

To apply, send an email to humanresources@irisct.org as soon as possible with the following:
● A subject line that says “Employment Services Assistant — 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.