



Job Announcement

Wellness Coordinator (Part-Time)

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. While IRIS has traditionally focused on helping refugees, it is increasingly serving our undocumented neighbors and other immigrants as well.

Job Summary & General Responsibilities:

Operating within the Health & Wellness team and the parameters of specific grants (ORR Refugee Health Promotion, Preferred Communities, SMART Family Foundation), the Wellness Coordinator leads IRIS' efforts to provide psycho-social programming that fosters a welcoming environment, positive mental health and general wellness.

Candidates must be fully 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.

Specific Duties:

- Coordinate a weekly women's sewing group with the support of volunteers
- Coordinate a weekly (seasonal) gardening club in collaboration with local partners
- Develop and facilitate other programs as opportunities arise (depending on client interest, volunteer offerings, etc.)
- Ensure that program offerings are as accessible as possible and correspond as much as possible with client needs and interest and organizational goals
- Coordinate health literacy classes on a variety of subjects in collaboration with local partners (about 10 per year)
- Ensure that participation in programming is recorded and that pre/post-tests/evaluations are conducted in accordance with grant requirements
- Provide input towards grant reporting

- Participate in H&W and CM team meetings
- Propose modifications to programming or additional programming to better meet needs

Supervises: Interns & Volunteers

Reports to: Health & Wellness Manager

Job Type: Part-Time expected to average 15-20 hours/week

Salary: \$ 22 to \$ 23.84 per Hour

Benefits: vacation and PTO

To apply, send an email to humanresources@irisct.org as soon as possible with the following:

- A subject line that says “Wellness Coordinator (Part-Time) - YOUR NAME”
- A cover letter
- An attached resume
- Three professional references (at least two direct supervisors)

Applications will be reviewed as they are received and will continue to be accepted until the position is filled and no phone calls are accepted.