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Job Announcement Education and Enrollment Specialist – Hartford- Full-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. IRIS serves refugees, asylum seekers, asylees, undocumented neighbors and other immigrants as well.

General Description:

An Early Education Specialist (EES) supports the aspirations of refugee, asylee, and immigrant families to access public schools, educational opportunities for school age children in the greater New Haven area. An EES liaises with parents/guardians, teachers, and program administrators to guide clients through the application and matriculation processes. An EES works in tandem with a partner EES and the whole education team and supports other departmental goals and programs as needed. This position will focus on serving and supporting families and students in the Greater Hartford Area. This position is fully in-person with occasional opportunities for remote work.

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:

Enrollment:

- Ensures refugee children of age for K-12 public school are registered within 30 days of arrival in the U.S.
- Completes tasks and steps as necessary in order to complete the registration process.
- Ensures access to quality childcare and preschool programming for families with infant and preschool age children.
- Builds relationships with Board of Education employees to expedite enrollment.
- Liaises with schools to provide help and guidance when needed for children in need of extra support; works with teachers and administrators to ensure that services are delivered in a way that best serves children's needs.
- Advocates for students and families within school systems.

General:

- Updates and maintains the IRIS database with full program and student information.
- Completes case notes and enters necessary and appropriate physical documentation into case files.
- Confers with IRIS staff to understand special situations and needs of specific children and their families.
- Collaborates with IRIS staff in general support of children and families.
- Builds a volunteer team that can assist with the registration process.
- Attends regular IRIS Education Team meetings.
- Supports other education programs and initiatives as needed.
- Advocates for refugee and immigrant children in the Greater Hartford Area.
- Other duties as assigned by supervisor

Requirements | Candidates must have:

- Excellent oral and written communication skills in English
- Ability to manipulate basic spreadsheets
- Experience with basic Microsoft office and Google Suite software (Word, Excel, Google Docs)
- A demonstrated commitment to anti-racism and IRIS' mission
- A basic understanding of refugee resettlement
- Ability to quickly build rapport with new clients and volunteers of diverse backgrounds
- Energy and enthusiasm for the work
- Driver's license, insurance, good driving record
- Knowledge of the Greater Hartford area
- Ability to speak another language (especially Arabic, Dari, Farsi, Swahili or Pashto) preferred but not required

Job Type: Full-time, Salaried position; 40 hours per week

Supervises: Volunteers and interns

Reports to: Hartford Office Director and Director of Education

Salary: \$ 48,000 - \$ 49,600

Benefits: Vacation (3 weeks/ year), Personal days (3 per year), Sick days (12 per year), holidays per IRIS schedule (currently 12 per year). Health, dental, vision, life, disability insurance. Eligible for 403b retirement plan after 1 year of employment

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

- A subject line that says “Education and Enrollment Specialist – Hartford- Full-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.