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Job Posting

Events Coordinator (Full-time)

IRIS (Integrated Refugee & Immigrant Services, Inc) is a dynamic immigrant services agency based in New Haven and serving clients throughout Connecticut. IRIS works with immigrants from all over the world who have fled conflict or persecution in their home countries and have come to the U.S. to restart their lives, become self-sufficient, and enrich their new communities. Our work has been concentrated in Greater New Haven for close to 40 years and expanded to communities around the state over the past 5+ years, including a new office in Hartford. The Events Coordinator will work with staff in New Haven and Hartford and will be a key member of IRIS's statewide Community Engagement Team.

General Description

The Events Coordinator's primary role will be to plan and manage execution of IRIS's signature event- the Run for Refugees & Immigrants (RFRI)- both an in person and virtual event. In addition, this position will coordinate with community partners, as well as key IRIS staff in the successful execution of World Refugee Day (WRD) celebrations, and various publicity events throughout the year. This position will report to the Public Relations & Advocacy Manager within the Community Engagement Department.

The ideal candidate will possess exceptional communication skills, will have a positive and solution-oriented approach to all issues, and will work very collaboratively, maintaining a calm, approachable attitude. This person can manage multiple event timelines and planning processes simultaneously and has the ability to adapt to changing circumstances and situations in a strategic and thoughtful manner.

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.

Essential Tasks

- Develop detailed logistical plans for the RFRI in partnership with IRIS's contracted race director.
- Develop and execute specific event budgets and implementation plans for World Refugee Day celebration,
- Identify authentic ways to integrate IRIS clients into event planning and event execution that will facilitate their self-sufficiency and reflect the rich culture they bring from their homeland to our communities.
- Coordinate with appropriate departments with regard to promotion and staffing of RFRI and all other IRIS events.

Knowledge, Skills, and Abilities

- Excellent communications and organizational skills, with strong attention to detail
- Enthusiasm for IRIS's mission and nonprofit work is a must
- Bilingual Spanish/English strongly preferred, but not required.
- Acute sense of judgment, tact, and cultural sensitivity
- Self-starter with the ability to take initiative, problem solve, and include colleagues in the process
- Proven ability to effectively leverage limited budgets
- Candidates should have the ability to work in Hartford and New Haven, as well as travel around the state.
- Non-traditional hours for evening meetings or weekend events will occur.
- Candidates must value diversity in the workplace and individuals with diverse backgrounds and experiences are strongly encouraged to apply.
- Candidates must be vaccinated against COVID-19 and comfortable coming into contact with other people.

Experience, Education, and Licensure

- Bachelor's Degree in Business, Marketing, Communications, Public Relations or other related fields.
Relevant experience and skills considered in lieu of formal education.
- Minimum 4 - 5 years of relevant events and fundraising experience
- Management experience strongly preferred (2 - 4 years)
- Familiarity with human rights issues, refugee and immigrant needs, racial justice and/or criminal justice.
Experience with the federal refugee resettlement program is a plus, but not required.

Reports to: Public Relations & Advocacy Manager

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

Salary: \$45,000-\$50,000

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 “Events Coordinator -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.