

Job Posting
Outreach Programs Assistant (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. While IRIS has traditionally focused on helping refugees, it is increasingly serving our undocumented neighbors and other immigrants as well.

Job Summary & General Description:

The Outreach Programs Assistant (OPA) supports key processes and special projects underpinning operations in the Outreach Program of the Community Engagement Department. They will work in support of the Volunteer Program, the Intern Program, the Speaker Series Program, and the School Outreach Program. They will cover the IRIS Front Desk in a limited capacity, as needed. They may also lend occasional support to the Advocacy Program, the Interpreter Program and the Sponsorship Program or other efforts within the Community Engagement Department.

The OPA reports to the Associate Director of Outreach Programs, and works with all Community Engagement team members, as well as across the IRIS organization with other departmental staff as needed.

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

- **IRIS Volunteer and Intern Program:**

Assists in the coordination of all aspects of volunteer and intern placement, from recruitment to final assignment, helping to ensure that applications are processed in a timely manner. Helps with routine correspondence and schedules appointments, training and orientations. Handles all calendaring. Obtains and documents and updates candidate references. Updates spreadsheets and databases and cleans data as needed. Pays and logs receipts. Plans and assists with group events. Helps prepare for and may attend Internship or Volunteer fairs. Ensures that all volunteer and intern systems run smoothly and efficiently.

- **IRIS Speaker Series & Outreach Events:**

Assists in the coordination of the Speaker Series. Handles routine correspondence and logistical preparation for all outreach events, including speaking engagements, community events and panel discussions. Handles all calendaring. Updates and circulates participants' bios and headshots. Ensures that all required forms are completed. Compiles updated and comprehensive lists of local community partners. Helps prepare for and may attend community fairs. Processes and logs outgoing payments and incoming payments. Helps maintain current inventory of IRIS Outreach supplies. Prepares packages of IRIS materials for all community events and may participate in community events, as needed. Ensures that all outreach events are undertaken in productive and efficient manner

- **IRIS School Outreach Program**

Assists in the coordination of the School Outreach Series. Compiles updated and comprehensive list of local academic partners (high school, college & university). Handles routine correspondence and logistical preparation for all school outreach events, including presentations, campaigns, community service work days, film and book discussions. Handles all calendaring. Ensures that all required forms are completed. Helps develop slide decks for presentation, prepares packages of IRIS materials for school events, as needed. Ensures that all school outreach events are undertaken in productive and efficient manner

Personal Attributes:

- Positive, solution-oriented personality and style
- Strong people skills, as well as customer service
- Ability to supervise volunteer teams and work as part of a team, as well as independently
- Thrives in grassroots, start-up style organizational culture
- Commitment to maintaining confidentiality
- Dedication to serving the immigrant community
- Sense of humor

Professional Requirements

Education - Bachelor's Degree or equivalent, experience preferred

Skill Requirements

- Proficiency in Microsoft Office and Google Suite
- Excellent oral and written communication skills
- Outstanding organizational skills and attention to detail

Reports to: Associate Director of Outreach Programs

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

Salary: \$ 20 - \$ 21.37 per hour

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 “Outreach Programs Assistant -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.