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Job Posting Youth Leadership Coordinator (Young Women's Group) (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.

IRIS is looking for a Youth Leadership Coordinator to develop and facilitate programs for refugee and immigrant teens/young adults in New Haven and surrounding communities. The Young Women's Group Coordinator will work in conjunction with our Young Men's Group Coordinator to assess the needs of young people and to implement relevant and engaging youth programming. The coordinator will work directly with immigrant teens and young adults alongside other staff, youth leaders, parents, and teachers to help IRIS youth acclimate to and build ties in the New Haven community. The coordinator will also act as a liaison between IRIS and area high schools, spending time in several schools each week to support the academic, social, and emotional growth of IRIS teens.

General Description

The Youth Leadership Co-Coordinators will work as a team to reimagine and revitalize IRIS's Youth Leadership program. In the past, the program has consisted of twice weekly sessions. The first weekly program has been aimed at helping immigrant high school and aspiring or current college students to explore career pathways, prepare for college or a career path, and to develop and reach their own academic goals. The other weekly meeting has been divided by gender. The purpose of these single-gender group activities has been to empower immigrant teens and young adults to form and deepen friendships across differences, to explore New Haven, to learn about social justice topics, to develop confidence, and to promote confidence and creative self-expression. The Youth Leadership Co-Coordinators may decide to keep elements of the past programming or create a new format based on the current needs of young refugees and immigrants.

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 Duties and Responsibilities include:

Youth Leadership Program Coordination

- Plan and facilitate group youth leadership sessions alongside co-leader, generally twice a week during the academic year and three to four times a week during the summer session
- Recruit and supervise youth leaders and college volunteers to assist in planning and facilitating group sessions
- Develop youth leadership group programs in artistic, practical, and academic spheres according to

goals and interests expressed by youth

- Develop and facilitate trainings for volunteers and interns assisting with the youth groups
- Plan and chaperone field trips, including a week-long summer field trip (dependent on annual grant funding)
- Maintain attendance, document academic and social emotional growth, and budget for the Youth Leadership Program to ensure grant compliance
- Engage in youth client outreach for the programs to all teens in the greater New Haven area whose families are served by IRIS
- Lead bus orientations for new participants from their schools to downtown meeting space, and from downtown to their homes, as needed
- Research youth development best practices and seek out opportunities for continuing training as a youth facilitator
- Regularly evaluate and revise program units to improve outcomes according to needs assessments and youth development best practices
- Provide and monitor community service opportunity for IRIS teens

Youth Outreach and Support

- Spend two school days per week checking in with and tutoring IRIS students in New Haven area high schools
- Push into or pull out of academic classes to assist students one-on-one or in small groups to understand class material and complete assignments
- Flag chronically truant students and students struggling with socio-emotional issues; refer them to relevant school and IRIS staff for additional support and follow up to check progress
- Assist students in communicating with guidance counselors and teachers about missed assignments and remaining on track academically. Advocate for students' needs (such as for assignments adapted to their English level) with teachers and school staff
- Conduct a one-on-one or small group check-ins (at least once per semester) with IRIS youth to monitor school engagement, encourage students to participate in youth leadership programming, and connect students to helpful resources
- Check in (a minimum of once per semester) with IRIS case managers, high school ESOL lead teachers, guidance counselors, and school-based mental health clinicians serving IRIS students to identify youth in need of extra support
- Conduct extra program outreach to IRIS youth who have been identified by family members, teachers, or IRIS staff as needing support and act as a bridge to help those students connect to already-existing resources, and/or to adapt IRIS programs to fit their needs
- If similar issues arise across clients, work with IRIS education staff, school staff, and parents and youth to identify potential solutions and/or advocacy strategies
- Coordinate one-on-one youth mentoring volunteers
- Document work with students with case notes

Education Team Support

- Participate in regular IRIS Education Team meetings; coordinate with and support other educational programs and initiatives as needed

Requirements:

The position is accessible to people of varying skill levels and experience. However, priority will be given to applicants with the following qualifications:

- Previous experience serving youth in youth development or educational settings
- Previous experiences communicating cross-culturally
- Previous experience leading groups and developing group curriculum or activities
- A driver's license and ability to occasionally help transport youth (for example, for field trips)

Desired skills and experience:

- A bachelor's degree
- Background or knowledge in teen psychology and development, running psychoeducational groups, family systems, or youth restorative justice practices
- Applicants who speak any of the following languages are especially encouraged to apply, though no second language is required: Pashto, Dari, Swahili, Arabic, Spanish
- Applicants who identify with historically underrepresented groups in college and professional paths who will be able to mentor refugee and immigrant youth in navigating their lives are especially encouraged to apply
- Personal experience with undocumented or mixed status families
- Knowledge of New Haven public school system
- Experience with college access, especially in underserved communities or communities of color
- Experience working within the immigrant community
- Ability to work collaboratively with multiple people and programs within IRIS
- Ability to juggle multiple simultaneous tasks
- Ability to troubleshoot and overcome unexpected challenges
- Strong understanding of culturally sensitive practices, commitment to anti-racism and the mission of IRIS
- Ease using Google Workspace and spreadsheets

Supervises: Interns and volunteers

Supervised by: Director of Education

Compensation: \$48,000 - \$ 49,600 (full time, salaried position)

Benefits: Health, vision, dental insurance. Life insurance. Short- and long-term disability insurance. Vacation (3 weeks / year), Personal days (3 days/ year), sick leave (12 days/ year), holidays per IRIS schedule (currently 12 days/ year). 403b retirement plan after 1 year of employment.

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

- A subject line that says “Youth Leadership Coordinator—Your Name”
- **A cover letter explaining your interest in the position and your qualifications**
- An attached resume
- Contact information for three professional references

Applications will be reviewed as they are received and will be accepted until the position is filled.