



235 Nicoll Street Second Floor  
New Haven, CT 06511

25 Main Street  
Hartford, CT 06106

TELEPHONE: (203) 562-2095

FAX: (203) 562-1798

EMAIL: [info@irisct.org](mailto:info@irisct.org)

WEB: [irisct.org](http://irisct.org)

## **Job Posting**

### **Associate Director, Welcome Corps (full-time, remote, hybrid or on-site)**

IRIS (Integrated Refugee & Immigrant Services, Inc., [www.irisct.org](http://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.

#### **General Description:**

The Associate Director, Welcome Corps (ADWC) represents IRIS publicly with national, regional, and local partners, as IRIS participates in the consortium launching a Private Sponsorship Program known as Welcome Corps in the United States. The ADWC will collaborate closely with the Director of Sponsorship and IRIS Executive Director in designing IRIS's Welcome Corps Program and national consortium role. This role will leverage IRIS's learning from operating the most established, largest co-sponsorship program in the nation and participation in the Sponsor Circle Program. The ADWC will be responsible for IRIS's role in program co-design, as well as overseeing refugee and immigrant families resettled by IRIS through the PS model, through oversight of a 7 – 9 member team of program staff.

The ADWC oversees all program development, service provision, and ongoing successful resettlement of newcomer families with community groups in the private sponsorship program. The ADWC reports to the Director of Sponsorship, serves as a key member of the Sponsorship team, and works closely with other IRIS programs, as well as organizations locally, regionally, or nationally connected with private sponsorship programming.

The primary goals of the ADWC are to (1) ensure operation of the Private Sponsorship Program in accordance with WC consortium and IRIS policies and applicable contractual requirements for welcoming the populations IRIS serves; (2) collaborate with community group leaders, sponsorship team members and CS community of practice to continually improve the IRIS PS program to achieve better client outcomes, community group experience, and program functioning; and (3) work collaboratively with all CS groups, families, staff, and partners to preserve the strength and long-term presence of IRIS in the communities in which the organization resettles newcomers through the CS program

***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:**

Private Sponsorship Program Design and Implementation

- Participate in co-design discussions with consortium partners, including IRIS DS and/or ED as appropriate
- Recruit and manage Application Support Coaches, as well as Manager of Welcome Corps Systems, to ensure scope of work and reporting requirements for national consortium are met
- Identify additional resources needed within IRIS's private sponsorship program as co-design evolves, presenting those needs for development in actionable options for the IRIS team
- Identify any additional sponsorship training needed internally or externally for the IRIS program, discuss with Sponsorship team for training updates and adjustments
- Lead creation and ongoing revisions of necessary PSP resources, SOPs, tools, with input from CS Developers, Director of Sponsorship and group leaders, as appropriate

Welcome Corps Community Sponsor Coach, Family, and Group Oversight

- Recruit and manage Welcome Corps Mobilization Manager, as well as additional Community Sponsor Coaches (CSCs) as the program grows, overseeing refugee family placements within the WC Program and any additional program staff required.
- Regularly assess through program tools, one-on-one and team meetings, as well as M&E resources, the status of family resettlements per program guidelines, outcomes, and family needs
- Advise and/or assist CSCs with volunteer group and family dynamics, as needed, to reach family self-sufficiency
- Maintain regular training for CSCs in WC Program requirements, local DSS program needs, CSH and supplemental trainings, and other relevant program or services for successful family Resettlements

Collaboration within IRIS, with Statewide agencies, and national WC initiatives

- Proactively coordinates with colleagues in both New Haven and Hartford offices, in the areas of Case Management, Health & Wellness, Employment, Legal services, Education programs, and Finance to ensure WC program is operating consistently with key policies and procedures as it interfaces with the IRIS community within Connecticut
- Serves as a point of contact for the WC program interacting with the CT State Refugee Coordinator and State Healthcare Care Coordinator as needed to address issues for select cases and/or provide input as requested by resettlement partners, and relaying similar issues encountered in other states, if needed to CSH and partners
- Participates in WC community of practice initiatives with CSH, CWS, RCUSA, and other organizations nationally as appropriate and in coordination with the Director of Sponsorship and/or Executive Director
- Participates in speaking engagements (or requests DS or ED) to promote and/or explain WC Program within the IRIS community and elsewhere as needed to facilitate the engagement of

the general public in welcoming newcomers

#### WC Program Financial Administration

- Oversee expenses for WC Program expenses in accordance with contractual requirements and timely submission to IRIS finance team for Director approval.
- Establish systems to support and/or provide feedback, as needed, on expense tracking and reporting for funding and other contract requirements
- Assist Community Engagement Team in identifying and pursuing program funding opportunities.

#### **Requirements:**

- A commitment to IRIS' mission and anti-racism
- Ability to connect with clients, supporters, and staff of diverse backgrounds, to establish a rapport of partnership
- Excellent writing, communication, and organizational skills
- Fluency in spoken and written English, additional language skills preferred but not required
- Exceptional tech skills including Google Suite, PowerPoint, Microsoft Suite, and group tools
- 5 - 7 years of relevant case management and/or management experience, including working with volunteers and newcomers
- Minimum Bachelor's Degree, preferably in related fields, eg management, social work, etc.

**Supervises** 7 – 9 team members of managers, Application Coaches, and Community Sponsor Coaches, volunteers/interns (as needed), as well as #TBD Community Groups (indirectly)

**Reports to:** Director of Sponsorship

**Job Type:** full-time, salaried, 40 hours

**Salary:** \$65,000 - \$70,000

**Benefits:** Health, dental, vision insurance. Life and disability insurance. Vacation (3 weeks); personal days (3 per year); sick days, holidays per IRIS schedule Eligible for 403 b retirement plan after 1 year. IRIS is an affirmative action-equal opportunity employer.

**To apply,** send an email to [humanresources@irisct.org](mailto:humanresources@irisct.org) as soon as possible with the following:

- A subject line that says “Position Name (Associate Director, Welcome Corps)-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.*