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Job Announcement

**ESOL Coordinator**

(Full-Time)

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.

IRIS is looking to hire an experienced ESOL teacher to coordinate our organization’s efforts to promote English learning among our adult clientele. The ESOL Coordinator must posess excellent written, verbal and interpersonal communication skills and be prepared to help our adult clients access ESOL programs that best meet their needs. This is a full-time position attached to our New Haven office.

**General Description**

The work of the ESOL Coordinator will include ESOL teaching as well as the oversight and monitoring of IRIS’s adult ESOL programs--setting standards, giving direction, developing curriculum, and providing resources. The coordinator will also review and coordinate the organization’s efforts to enroll adults in community ESOL programming, including adult education courses, oversee the documentation of student attendance and progress, and keep staff members and clients appraised of ESOL options. The coordinator will build relationships with and advocate for IRIS clients within institutions offering ESOL classes throughout the state. The coordinator may oversee the work of volunteers and/or interns to assist in these efforts. As a member of the IRIS Education Team, the ESOL Coordinator will also support departmental goals and educational initiatives as needed.

**Essential Duties and Responsibilities include:**

* Promote, facilitate, and monitor ESOL instruction of IRIS’s adult clients
* Oversee IRIS’s adult ESOL programs--setting standards, giving direction, developing curriculum, and providing resources to our ESOL teachers
* Teach ESOL at IRIS programs as needed, especially in the New Haven Family Literacy program
* Serve as a liaison between IRIS and community institutions offering ESOL, especially New Haven Center for Adult Education (NHCAE)
* Keep Case Managers updates with NHCAE policies and forms for client testing and registration; update IRIS staff notes with pertinent ESOL information on a regular basis
* Facilitate adult ESOL registration and testing as needed.
* Curate a list of ESOL resources throughout the state (especially in the Greater New Haven area), including key information and logistical details
* Build relationships and partner with organizations that provide ESOL services (including the CAACE--Connecticut Association for Adult and Continuing Education); advocate for IRIS clients with these organizations
* Meet with adult clients to discuss ESOL options as needed
* Follow-up and document the progress of clients who enroll in ESOL programs; oversee the documentation in the IRIS database (Client Track)
* Coordinate with the IRIS employment team to promote English progress of clients in the MAP program
* Create forms, letters, and flyers as needed to promote English learning among clients.
* Participate in regular IRIS Education Team meetings; support other educational programs and initiatives as needed

**Supervises:** A team of interns and volunteers, as needed  
**Supervised by:** Director of Education

**Priority will be given to applicants with the following qualifications:**

* Bachelor’s degree
* ESOL teaching experience (CT 088 endorsement preferred)
* Experience with refugees, asylees, immigrants, undocumented or mixed status families
* Knowledge of and experience with Connecticut’s ESOL options, particularly in the Greater New Haven area
* Experience working in educational settings
* Strong presentation, communication, and people skills
* Ability to work collaboratively with multiple people and programs within IRIS
* Outstanding time management and organizational skills
* A commitment to anti-racism, cultural sensitivity, and the mission of IRIS
* Ease using Google Workspace and spreadsheets
* Fluency in spoken and written English
* Familiarity with public transportation
* Ability to travel (a Connecticut Driver’s license and transportation are essential)

**Compensation**: $48,000 to $49,600 range, full-time, salaried  
**Benefits**: 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 403b retirement plan after 1 year.

IRIS is an affirmative action-equal opportunity employer.

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

* A subject line that says “ESOL Coordinator—YOUR NAME”
* A cover letter explaining your interest in and qualifications for the position
* An attached resume with three professional references

*Applications will be reviewed in the order they are received and until the position is filled.*