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Job Posting

External Relations Coordinator

(on-site, in New Haven, with travel to Hartford and throughout the state)

IRIS is a non-profit organization whose mission is to help refugees and other displaced people establish new lives, strengthen hope, dare to dream, and contribute to the vitality of communities in Connecticut and across the country. We also provide support to Americans who are sponsoring refugees for resettlement.

In welcoming peoples fleeing persecution and conflict, we are honoring our national heritage as a country of immigrants as well as our commitments under U.S. and international law. IRIS helps newcomers with services and support critical to their transition to self-sufficiency and to making local communities across the U.S. their home.

Job Summary & General Responsibilities:

External / Partnership Relations and Outreach:

- Represent IRIS at externally sponsored events, including speaking presentations, networking opportunities and and tabling events
- Prepare official IRIS spokespeople and be ready to serve as substitute spokesperson as needed.
- Provide support to IRIS leadership, as requested by ED, in developing and maintaining relationships with elected or municipal officials (TY's, profiles, mentions)
- Field info @ requests from: agencies, nonprofit entities, and government bodies; academics/ researchers, and other aspiring collaborators.
- Maintain External Partner List
- Maintain Executive Director contacts, as well as all community partner contacts, and work with CRM manager to seamlessly and accurately funnel info on partners into Salesforce
- Manage inventory of communications for all external facing work

Events:

- Help to plan and coordinate IRIS events, including the annual Run for Refugees, volunteer appreciation, donor recognition events, etc.
- Coordinating public events with partners in state and local government, local not-for-profit organizations and general community
- Manage comprehensive and current Events Calendar
- Train and coordinate IRIS internal speakers, including Ambassador group
- Manage inventory of merchandise for tabling events

- Support logistics for Regional Quarterly Consultations, assisting with other special projects as needed.

Key Attributes

- Positive, solution-oriented personality and style; you love engaging new audiences and partners
- Comfortable with public speaking and interacting with community leaders
- Strong people skills, as well as customer service
- Interest in continually adding to your own knowledge of other cultures; comfortable with complexity
- Thrives in grassroots, start-up style organizational culture
- Commitment to maintaining confidentiality and exceptionally high-quality standards
- Can-do attitude and the flexibility to take on a range of tasks
- Dedication to serving the immigrant community and to being a part of anti-racist organization

This position is grant-funded. Grants typically fund for a period of one year. Extension grant-funded employment is subject to the availability of funds.

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.

Requirements | Candidates must have:

- Fully bilingual in English and at least one other language, ideally Spanish
- Lived experience with immigration into the U.S. as a BIPOC individual
- Proficiency in Microsoft Office/ Teams, zoom, and Google Meet
- Proficiency in or ability to CRM software
- Excellent oral communication skills
- Available for some evening and weekend events, as part of a very flexible work schedule

Reports to: Senior Communications Manager

Compensation: This is a full-time salary (40 hours per week). The salary range for this position is \$50,088 - \$ 51,088 annually.

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.

Diversity and inclusion are hardwired into IRIS' mission: We are dedicated to welcoming people from all over the world who are fleeing persecution, war, and violence. We are more effective at serving our client's needs when we are representative of the communities we live in and work with. So we are an enthusiastic Equal Opportunity Employer. We strongly encourage people from underrepresented groups to apply. Please reach out if you need accommodations to

apply.

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

- A subject line that says “Position Name (External Relations 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. Please no phone calls.