



235 Nicoll Street Second Floor
New Haven, CT 06511

25 Main Street
Hartford, CT 06106

TELEPHONE: (203) 562-2095

FAX: (203) 562-1796

EMAIL: info@irisct.org

WEB: irisct.org

Employer Engagement Liaison – Full Time – New Haven

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:

The Employer Engagement Liaison (EEL) contributes to the effort to help refugees, asylees, and immigrants find gainful employment in the greater New Haven, CT area. The overall responsibility of the position is to identify and pursue employment opportunities for IRIS clients who are seeking their first survival jobs upon arrival, as well as finding tailored job leads for those who are ready for better paying jobs, or jobs that are within their field.

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.

Specific Duties:

- Maintain and expand a database on Client Track with constantly updated information about area employers.
- Focus on industries, job types and job locations that are most beneficial to employing our refugee clientele.
- Be aware of different trends among our refugee population that have bearing on the types of jobs and careers that they are best suited for.

- Organize regular group interviews and job fairs for our clients to attend.
- Build a network of employment contacts throughout the region.
- Attend GNHCC council meetings, workshops and presentations, in addition to business after hours.
- Ensure that clients understand the aim is self-sufficiency, and this cannot be achieved without employment.
- Help clients develop a sense of urgency about getting a job.
- Encourage staff to deliver job leads.
- Ensure that females are provided with the same opportunities as males and can access employment services.
- Develop strong relationships with state and local organizations and area civic organizations in order to increase IRIS' visibility.
- Invite business leaders to visit IRIS.
- Identify area manufacturers and call on them directly to explore employment opportunities.
- Develop systems/programs to facilitate clients becoming more proactive in seeking employment.
- Push for requiring all Level 2 and higher English speakers to make 10-15 employment contacts per week.
- Work with specific clients, as assigned by Employment Services Manager, to investigate tailored job opportunities and help targeted clients through the application process.
- Encourage all staff to be job developers.

Requirements | Candidates must have:

- Sense of humor
- Experience working with diverse populations
- Lived experience desirable
- Ability to prioritize tasks and pivot on short notice

- Excellent written and verbal communication skills in English
- Ability to represent IRIS to external actors in a professional manner

Reports to: Employment Services Manager

Compensation: This is a full-time salary (40 hours per week). The salary range for this position is \$54,650 - \$56,650 annually.

Benefits: Eligible for medical insurance, including dental and vision, long and short term disability insurance, life insurance, eligible for 403(b) retirement savings after 1 year, accrues vacation and sick time

Diversity and inclusion are hardwired into IRIS' mission: We are dedicated to welcoming peoples 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 in applying.

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

- A subject line that says "Employer Engagement Liaison-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.