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Youth Leadership Coordinator (Part-time)

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.

IRIS is looking for a Youth Leadership Coordinator to develop and facilitate programs for immigrant youth. The Youth Leadership Coordinator will work with the education team to help IRIS youth build a sense of belonging, develop academic skills, especially English proficiency, and acclimate to the New Haven community.

General Description:

The Youth Leadership Coordinator will serve as a staff facilitator and organizer for an after school and summer Youth Leadership Program. The goals of the program are to build English and literacy skills, to help teens and young adults form and deepen friendships across differences, to explore New Haven, to learn about civics and social justice topics, to develop confidence, and to engage in activities that allow for creative self-expression.

Essential Duties and Responsibilities:

Youth Leadership Program Coordination

- Plan and facilitate youth leadership sessions alongside co-leader
- Implement activities based on the needs of the youth participants and the goals of the program
- Tutor students in various academic subjects, with a focus on English reading and comprehension to support language acquisition
- Incorporate restorative practices and social emotional learning
- Help plan and chaperone a summer multi-day field trip for youth (dependent on annual grant funding)
- Keep accurate attendance records and manage participant data
- Assist with the setup and cleanup of the program space before and after activities.
- Strive to implement best practices and seek out opportunities for continuing training as a

youth facilitator

- Monitor and evaluate program effectiveness, providing feedback and suggestions for improvement

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:

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

Desired skills and experience:

- Experience working with youth in educational or recreational settings
- Strong organizational and leadership skills
- Excellent communication and interpersonal abilities, with sensitivity to cultural differences
- Ability to work independently and as part of a team
- 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
- Experience working within the immigrant community
- Ability to troubleshoot and overcome unexpected challenges
- Strong understanding of Youth leadership commitment to anti-racism and the mission of IRIS; cultural humility
- Ease using Google Workspace and spreadsheets

- Applicants who speak any of the following languages are especially encouraged to apply, though no second language is required: Spanish, Dari, Pashto, Swahili

Reports to: Manager of Youth Education Programs

Regular Hours: Monday through Thursday from 1:00 – 5:00 pm and on Fridays if needed

Compensation: The Youth Leadership Coordinator position is part-time (20-25 hours per week). The salary range for this position is \$23.00 - \$24.56 per hour. This is an hourly position.

Benefits: Vacation and sick leave

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 "Youth leadership 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 and no phone calls are accepted.