

## **Job Description**

### **Adult Education Specialist – Full Time**

IRIS (Integrated Refugee & Immigrant Services, Inc. [www.irisct.org](http://www.irisct.org)) is a dynamic immigrant services agency in New Haven. IRIS serves people from all over the world who are starting new lives in Connecticut and are on the path to becoming self-sufficient, contributing members of their new communities. IRIS mission is to welcome refugees and other immigrants, helps them rebuild their lives, pursue their dreams, and contribute to the vitality of their communities. We envision a society where all immigrants are valued, respected, and able to thrive.

IRIS is looking to hire an experienced educator to coordinate our organization's efforts to promote Education, English learning in particular, among our adult clientele. The Adult Education Specialist must possess excellent written, verbal and interpersonal communication skills and be prepared to help our adult clients access educational programs that best meet their needs. This is a full-time position attached to our New Haven office.

#### **General Description**

The work of the Adult Education Coordinator will include working directly with clients, consulting them on their educational options and helping them overcome barriers to connect directly with those services. This position may include some teaching, as well as the oversight and monitoring of IRIS's adult education programs--setting standards, giving direction, developing curriculum, and providing resources. The specialist will also review and coordinate the organization's efforts to enroll adults in community ESOL, Adult Education or Higher Education programming, oversee the documentation of student attendance and progress, and keep staff members and clients apprised of ESOL/Adult education options. The specialist will build relationships with and advocate for IRIS clients within institutions offering ESOL/Adult education classes throughout the state. The specialist will oversee the work of volunteers and/or interns to assist in these efforts. In addition, the specialist will oversee our network of tutors working directly with adults, mostly for English learning purposes. The specialist will help match clients with tutors, provide ongoing support and training to tutors 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/Adult Education at IRIS programs as needed
- Serve as a liaison between IRIS and community institutions offering ESOL and Adult Education services, especially New Haven Center for Adult Education (NHCAE)
- 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 adult education services (including the CAACE--Connecticut Association for Adult and Continuing Education); advocate for IRIS clients with these organizations
- Meet with adult clients to discuss educational options as needed
- Follow-up and document the progress of clients who enroll in adult education programs; oversee the documentation in the IRIS database (Client Track)
- Create forms, letters, and flyers as needed to promote English learning among clients.
- Oversee usage of IRIS Burlington English accounts and help develop and expand the way we use online platforms for clients to learn English.
- Oversee IRIS tutors working with adult clients. Serve as a point of contact and provide training to volunteers as needed.
- Consult adults interested in higher education and help connect them to resources.

**Supervises:** A team of interns and volunteers, as needed

**Supervised by:** Manager of Adult & Early childhood Education

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

- Bachelor's degree
- ESOL teaching experience (CT 088 endorsement preferred)
- Experience working in adult education settings
- 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
- 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 Microsoft Workspace and spreadsheets
- Fluency in spoken and written English
- Ability to travel (a Connecticut Driver's license and transportation are essential)

**Compensation:** \$56,000 to \$59,000 range, full-time, salaried

**Benefits:** Paid time off, Sick time off, holidays per IRIS schedule. Health, vision, dental, life, Identity protection and disability insurance; Eligible for 401k retirement plan.

IRIS is an affirmative action-equal opportunity employer. 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](mailto:humanresources@irisct.org) as soon as possible with the following:

- A subject line that says “Adult Education Specialist—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 as they are received and will continue to be accepted until the position is filled and no phone calls are accepted.