

235 Nicoll Street
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New Haven, CT 06511

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IRIS Internship Opportunities Spring/Summer/Fall 2019

Please note the following:

- All IRIS internships are UNPAID
- Internships run for a minimum of 3 months or one semester to 6 months or one year
- Applicants must have completed high school or have a GED to apply unless they have an outstanding circumstance
- Internships typically occur between 9 am-5 pm, Monday through Friday at the IRIS office
- Speakers of these languages are strongly encouraged to apply: Amharic, Arabic, Dari, Farsi, Kinyarwanda, Pashto, Swahili, or Tigrinya

Steps to becoming an intern:

- Applicants should complete an [IRIS intern application](#)
- Submit a current copy of their resume (format: Last name, First name Resume.pdf) to the Volunteer Programs Specialist (volunteer@irisct.org)
- If selected, applicants will be contacted for an interview
- All interns will complete a background check and orientation training before beginning their role

Click on an internship position below to find out more.

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 - [Reception and Placement: Community Orientation Intern](#)
 - [Reception and Placement: Resettlement Intern](#)
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- ❖ [Housing and Donations](#)
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INTEGRATED REFUGEE & IMMIGRANT SERVICES

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- ❖ [Employment](#)
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- ❖ [Legal Department](#)
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Case Management

Reception and Placement: Community Orientation Intern

- ❖ Number of positions per semester: 1-2
- ❖ English level required: Intermediate to fluent
- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 10 minimum (15+ preferred)
- ❖ Days/times preferred: 5 hour blocks of time Monday, Tuesday, Wednesday or Thursday.
- ❖ Supervisor: R&P Case Managers
- ❖ Duties: Teaching newcomer refugees to navigate the New Haven public bus system and how to utilize local resources. Intern will be responsible for accompanying and teaching every new family how to ride the bus and navigate between their homes and the IRIS office, downtown New Haven, Goodwill, the supermarket, and laundromats in their neighborhood. Give brief instructional sessions on using the bus, how to shop at the grocery store and look for the lowest price, how to use the laundromat, how to use an ATM, and how to make a money order. Help instruct refugees on pedestrian and bus safety in the New Haven, CT. Some tasks from the Resettlement internship (see below) may also be assigned, depending on needs and priorities
- ❖ Requirements: The intern should be friendly and have an inclination towards teaching and modeling how to interact in the local community. The candidate does not have to have a working knowledge of the local bus system, but should have the willingness to research and learn the bus system quickly. Bus passes will be provided to volunteers/interns. If the candidate has a car and is willing to drive clients for other tasks, that is a bonus and could be used in some situations; mileage will be compensated.

Reception and Placement: Resettlement Intern

- ❖ Number of positions per semester: 1-2
- ❖ English level required: Proficient to fluent
- ❖ Commitment: 3 month minimum

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INTEGRATED REFUGEE & IMMIGRANT SERVICES

- ❖ Hours per week needed: 15-20 minimum, up to 35
- ❖ Days/times preferred: Must be available to start work at 7am or 8am two days/week for Social Security and DSS visits. Days flexible.
- ❖ Supervisor: R&P Case Manager
- ❖ Duties: Assist clients during their first 90 days in New Haven, during their “Reception & Placement” or “R&P” period. Advocate for clients with outside agencies to provide basic R&P Core Services:
 - 1. Social Security (SSA) Office visits – preparing the applications and necessary paperwork; coordinating with clients and staff to ensure that clients attend the SSA visit; accompanying clients through the visit at SSA; documenting the visit and outcomes through case notes (which can be done off-site).
 - Department of Social Service Office visits – preparing the applications and necessary paperwork; coordinating with clients and staff to ensure that clients attend the DSS visit; accompanying clients through the visit (and advocating for them!); documenting the visit and outcomes through case notes and spreadsheet updates.
 - Preparing paperwork before a new family arrives (creating the temporary folder and permanent file for each family)
 - Gather winter coats for each new arriving family. Assist families to exchange winter coats if the ones provided do not fit.
 - Purchase (with IRIS credit card) and set up groceries in apartments for families before they arrive
 - Teach clients how to use their EBT card at a local bank
 - Teach clients how to make a money order to pay their rent
 - Assist clients in applying for a free government phone
 - Other tasks as deemed necessary by the R&P Manager, R&P Case Managers, and Case Management assistant
- ❖ Requirements: Volunteer with a vehicle who is willing to transport clients strongly preferred, but not required (gas mileage is reimbursed)! If volunteer does not have access to a car, must be independently mobile (by bike or bus). Organized, task-oriented, focused; able to complete the role with minimal supervision and guidance; willing to communicate with clients; willing to report back to supervisor to ensure the perfection of applications and follow up on these core services. Proficiency in Arabic, Turkish, Spanish, Kiswahili, Pashto and/or Dari is a huge asset!

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Post R&P Client Assistance

- ❖ Number of positions per semester: 1-2
- ❖ English level required: Proficient to fluent
- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 10-20 if you are one of two interns, 20-30 if you are the only one
- ❖ Days/times preferred: Weekdays, preferably Tues.-Thurs. mornings and/or Mon.-Thurs. afternoons, flexible
- ❖ Supervisor: Linda Bronstein, Senior Case Manager
- ❖ Duties: Assist clients who have been here more than 3 months with specific type of issues:
 - Assist clients to apply for free Lifeline phone service, recertify eligibility for Lifeline phone services, and/or contact the phone service provider to resolve problems
 - Assist refugees to apply for, re-apply for, or renew medical insurance over the phone with Access Health CT. Report specific problems to Senior Case Manager for referral to AHCT/DSS management. On occasion, explain concepts like “deductible” and “copay,” working through translators when needed.
 - Assist clients with other tasks - for example, calling utility companies to transfer service to new address, or filling out DSS review forms or other applications.
 - File assorted papers in case files, according to Case File Organization list.
- ❖ Requirements: Must be detail-oriented and well-organized. Must be able to relate well to clients (of diverse cultures, languages, and education levels). Must have high tolerance for bureaucracy and patience to wait on hold. Ability to communicate in one or more languages in addition to English (especially Arabic, Farsi/Dari, Pashto, Swahili, French, or Spanish) is a plus, but not required. Very helpful to have cell phone with unlimited service, since office phones are sometimes in short supply.

Co-sponsor Program

- ❖ Number of positions per semester: 1
- ❖ English level required: Advanced to fluent
- ❖ Supervisor: Greg Marino, Co-sponsorship Manager
- ❖ Commitment: 3 month minimum
- ❖ Hours per week required: 15-20

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INTEGRATED REFUGEE & IMMIGRANT SERVICES

- ❖ Days/times preferred: Mondays through Thursdays, flexible
- ❖ Duties: Co-sponsorship is a program that allows community groups such as civic associations, churches, mosques and synagogues to “sponsor” a refugee family in their own hometowns through Connecticut for the first six months to a year of their resettlement process. Some services are carried out by the co-sponsor and some are carried out by IRIS. The co-sponsor program intern is responsible for assisting with carrying out recruitment activities; keeping track of recruitment lists; ensuring that program materials are well-written and current; completing case management paperwork including pre-arrival materials for co-sponsors, Department of Social Service forms, and social security forms; helping case managers to collect, file, and catalog required documentation for case files; setting up trainings for large co-sponsorship groups, including setting up classroom, preparing written materials, setting up projectors, microphone and other materials; accompanying co-sponsor staff members to meetings and other visits to co-sponsorship groups and families around Connecticut
- ❖ Requirements: Should be able to provide own transportation to various cities in Connecticut by train, bus, or personal car; excellent communication skills; proficiency in GoogleDocs; web skills such as ability to update web content on a simple website interface highly preferred; ability to work independently on a set of tasks.

Intensive Case Management

- ❖ Number of positions per semester: 1
- ❖ English level required: Proficient to fluent
- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 15-20 minimum
- ❖ Days/times preferred: Tuesday, Wednesday, Thursday
- ❖ Supervisor: Pema Bhutia, ICM Case Manager
- ❖ Duties: Provide core services of resettlement with a specific emphasis on working with clients who have mental health needs or medical conditions requiring intensive case management services.
 - Coordinate with other IRIS staff and community providers for services including ESL class, childcare, education, healthcare, employment, immigration legal services, disability services, public benefits, housing services, etc.
 - Assist clients with navigating the healthcare system, helping them schedule medical appointments. Transport and accompany clients to appointments for various services and help them find ways to get to their appointments independently.

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- Ensure that proper language interpretation and translation are provided as needed for meetings with clients
- Provide additional community and cultural orientation (in addition to what was provided during the R&P period)
- Maintain case files and document services via weekly case notes
- Other related tasks as assigned
- ❖ Requirements: Basic understanding of direct client services, case management and mental health needs; proficiency in Farsi, Arabic, Pashto, strongly preferred; should be able to provide own transportation; proficiency in Google Suite; ability to work independently on a set of tasks.

Housing and Donations

Food Pantry

- ❖ Number of positions per semester: 1
- ❖ English level required: Proficient to fluent
- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 6 hours per week (this internship can be combined with another internship or volunteer role)
- ❖ Days/times:
 - ❖ Pantry Organizing: Tuesdays from 9:30 am - 12:00 pm
 - ❖ Food distribution: Wednesdays from 8:15 am - 11:00 am
 - ❖ Cleanup: Wednesday afternoon, flexible
- ❖ Supervisor: Bethany Delahunt, Housing & Donations Coordinators
- ❖ Duties:
 - Pantry organizer: Free up our housing and donations coordinator for a couple valuable hours each week by being the "head volunteer," leading a small volunteer team to unload, unpack, and organize around 1,000-2,000 lbs of food in our food pantry. Ability to lift 20-35 lbs is helpful but not required. Good eye for spatial organization and passion for food justice and emergency food assistance is helpful!
 - Food distributor: Assist in manning our food pantry each week to distribute 1,000-2,000 lbs of food to 70+ refugee and immigrant families. Check families in at the front door, hand out and call numbers, socialize with families while they are waiting in line, and ensure that food is fairly and appropriately distributed.
- ❖ Requirements: Must be reliable and available on food pantry days.

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[Housing & Donations Intern](#)

- ❖ Number of positions per semester: 2
- ❖ English level required: Intermediate to fluent
- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 12-15
- ❖ Days/times preferred: Flexible
- ❖ Supervisor: Bethany Delahunt, Housing & Donations Coordinators
- ❖ Duties: Assist with preparing apartment setups for upcoming refugee arrivals. Ensure that each newly arrived refugee has received everything from the R&P (Reception and Placement) housing checklist. Work with H&D coordinators to properly fill out R&P Home Supply/Home Safety checklists for each newly arrived household. Occasionally accompany H&D coordinators to pick up donations around the community.
- ❖ Requirements: Ability to lift 25 lbs with ease alone and more with a partner. Access to a car and willingness to transport volunteers/items to housing set-ups is a plus. Interns also help to receive and sort incoming donations to maintain an organized storage warehouse.

[Health Department](#)

[Health Intern](#)

- ❖ Number of positions per semester: 1-2
- ❖ English level required: Proficient
- ❖ Hours per week needed: 16-40
- ❖ Commitment: 3 month minimum
- ❖ Days/times preferred: Flexible
 - Fridays 1:00-5:30 strongly preferred for backup Pediatric Refugee Clinic coverage
- ❖ Supervisor: Fereshteh Ganjavi, Health Coordinator
- ❖ Duties: Schedule and inform clients of medical appointments, give instructions on or assist in getting to the appointment. Teach refugees how to utilize the New Haven public bus system; travel with them on the bus and on occasion their medical appointments at Yale New Haven Hospital and other locations around New Haven. Help clients learn how to take care of their health needs, including accessing services. Entails administrative tasks including filing, copying, resolving billing issues, and assisting clients

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in filling out forms.

- ❖ **Requirements:** Take refugees on the bus to orient them to medical appointments (you do not need to know the bus system: we can teach you!) Having a car and a willingness to occasionally drive refugees is a plus but not required. Must have strong interpersonal and communication skills and be comfortable meeting and assisting refugee clients on your own. Will need to communicate with the help of interpreters. Must be able to talk with medical professionals on the phone and in person as an advocate for refugee clients. A health background is not necessary, but certainly helpful. Reliability, flexibility in a fast-paced changing environment, discretion, and ability to juggle multiple demands all required.

Development and Human Resources

Development

- ❖ **Number of positions per semester:** 2 at 10-15 hours or 1 at 25 - 30 hours
- ❖ **English level required:** Proficient to fluent
- ❖ **Hours per week needed:** 10-15
- ❖ **Commitment:** 3 months minimum
- ❖ **Days/times preferred:** M, W or F
- ❖ **Supervisor:** Tabitha Sookdeo, Community Engagement
- ❖ **Duties:** Assist the Community Engagement staff with a variety of tasks, including: research projects to identify potential donors and grant opportunities; participating in event planning including fundraising dinners and the annual IRIS Run for Refugees in February; thank you note processing and filing; and additional activities.
- ❖ **Requirements:** Must be detail-oriented and well-organized. Experience with Donor Databases, Mailchimp, Microsoft Suite and PhotoShop are all desired.

Photography

- ❖ **Number of positions per semester:** 1
- ❖ **English level required:** Fluent speaking, reading, and writing skills
- ❖ **Commitment:** 3 month minimum
- ❖ **Hours per week needed:** 10-15 hours
- ❖ **Days/times preferred:** Monday-Friday & some weekends, flexible scheduling

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- ❖ **Supervisor:** Zeenie Malik, Community Engagement Specialist
- ❖ **Duties:** IRIS is seeking a creative self-starter with photography skills to capture and document photos of IRIS programs, events, and our refugee clients. Coordinate with the Community Engagement team to schedule posting of photos on all social media platforms (Instagram, Facebook, Twitter & Pinterest). Should have basic knowledge of lighting and image editing. Video filming and editing skills a plus as well.
- ❖ **Requirements:** To be determined by supervisor.

Volunteer Coordination

- ❖ **Number of positions per semester:** 1
- ❖ **English level required:** Advanced to fluent
- ❖ **Commitment:** 3 month minimum
- ❖ **Hours per week needed:** 10-20
- ❖ **Days/times preferred:** Monday through Thursday, flexible scheduling
- ❖ **Supervisor:** Kimberly Gill, Volunteer Programs Specialist and CORE Facilitator
- ❖ **Duties:** Help IRIS select and train a team of qualified, dedicated volunteers and interns to serve refugees and staff. Assist intern and volunteer applicants through the process from initial contact to their first day of service and beyond, including: responding in a timely manner to all volunteer and intern applicants and capturing their information on master spreadsheet; scheduling intern and volunteer interviews and assisting in the interview; completing reference checks and securing background checks; scheduling, attending and assisting in orientations; sending follow-up emails and materials; updating intern/volunteer schedules and contact lists; and supporting existing volunteers and interns with relevant training and development workshops. Update volunteer and intern manual and training documentation.
- ❖ **Requirements:** Must be able to work independently. Excellent communication, organization, attention to detail, computer skills, cross-cultural experience, and a commitment to social justice required. Experience in cultural sensitivity education and anti-oppressive intergroup facilitation is a plus. Experience using Google Suite (Docs, Sheets, Forms, etc.) required.

CORE Cultural Orientation and Refugee Leadership

- ❖ **Number of positions per semester:** 1
- ❖ **English level required:** Advanced to fluent
- ❖ **Commitment:** 3 month minimum

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- ❖ Hours per week needed: 10-15
- ❖ Days/times preferred: Monday through Thursday, flexible scheduling
- ❖ Supervisor: Kimberly Gill, Volunteer Programs Specialist and CORE Facilitator
- ❖ Duties: Assist in the planning, preparation, and coordination of a monthly cultural orientation for new arrivals. Will help secure volunteers, child-care, meals, transportation, and interpretation. Invite new clients and complete mandatory reporting. Will also assist the coordination and documentation of monthly client leadership meetings. Seek out leadership development and networking opportunities for refugee leaders.
- ❖ Requirements: Must be able to work independently. Excellent communication, organization, attention to detail, computer skills, cross-cultural experience, and a commitment to social justice and advocacy required. Experience in cultural sensitivity education and anti-oppressive intergroup facilitation is a plus. Experience using Google Suite (Docs, Sheets, Forms, etc.) required.

Web Design

- ❖ Number of positions per semester: 1
- ❖ English level required: Fluent speaking, reading, and writing skills
- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 10 hours
- ❖ Days/times preferred: Monday-Friday
- ❖ Supervisor: Zeenie Malik, Community Engagement Specialist
- ❖ Duties: IRIS is seeking a creative self-starter with web design experience to help update our website and social media platforms. As part of the Operations team, this individual will have the opportunity to help develop the organization's overall communications strategy.
- ❖ Requirements: Knowledge of Wordpress.

Event Planning

- ❖ Number of positions per semester: 2-3
- ❖ English level required: Fluent speaking, reading, and writing skills
- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 10 hours
- ❖ Days/times preferred: Monday-Friday
- ❖ Supervisor: Zeenie Malik, Community Engagement and Event Planning Specialist
- ❖ Duties: IRIS is seeking interns to assist in planning and promoting our biggest fundraiser

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of the year, the Run for Refugees. Duties include securing food & prize sponsors for the Run for Refugees after-party, delivering promo materials to local businesses, assistance with online promotion and outreach to runners & fundraisers.

- ❖ Requirements: Ability to multi-task, excellent organizational skills

Communications

- ❖ Number of positions per semester: 1
- ❖ English level required: Advanced to fluent
- ❖ Supervisor: Ann O'Brien, Community Engagement
- ❖ Commitment: 3 month minimum
- ❖ Hours per week required: 10-20
- ❖ Days/times preferred: Mondays through Thursdays, flexible scheduling
- ❖ Duties: Assist the Community Engagement staff with a variety of tasks including but not limited to pursuing local, state-wide, and national media opportunities (newspapers, tv, radio); writing press releases; developing promotion strategies; maintaining social media presence and tracking analytics; helping craft language for email newsletters; tracking media hits and developing and maintaining a comprehensive media lists; and creating infographics and charts to highlight our research and analysis.
- ❖ Requirements: Excellent writing, research, and communication skills. Ability to work independently. Must be detail-oriented and well-organized.

Advocacy

- ❖ Number of positions per semester: 1
- ❖ English level required: Advanced to fluent
- ❖ Supervisor: Ann, Director of Community Engagement & Kimberly, Volunteer Programs Specialist
- ❖ Commitment: 6 month minimum
- ❖ Hours per week required: 15-20
- ❖ Days/times preferred: Mondays through Thursdays, flexible scheduling
- ❖ Duties: Assist the Community Engagement staff with a variety of tasks including: research, monitoring, and tracking policy that impacts refugees at city, state, and national levels; participates in monthly conference calls with other advocates and helps community engagement team craft strategic advocacy campaigns; develop public education, policy advocacy, and active mobilization in the community.

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Education (Children and Adult)

Cultural Companions

- ❖ Number of positions per semester: 1
- ❖ English level required: Proficient to fluent
- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 15+
- ❖ Days/times preferred: Two part- or full-day shifts per week, minimum (Mondays through Thursdays preferred)
- ❖ Supervisor: Laurel McCormack, Case Management
- ❖ Duties: Cultural Companions are one-on-one volunteers serving with refugees. Duties include: updating and improving manuals and orientations for cultural companions; working on program assessment and improvement for the cultural companions program; interviewing refugees who are interested in participating in the Cultural Companions program to fill out a profile of information and help match them to an appropriate volunteer Companion in a timely manner.
- ❖ Requirements: A demonstrated ability to work effectively with people from other cultural backgrounds; experience in cross-cultural training or cross-cultural education and group facilitation is a plus; proactive and self-starting; excellent time management skills; flexibility to help where the help is needed; proficiency in one of our clients' language is preferred, but not required; owning a car and a willingness to occasionally drive clients to class is preferred but not required.

Education Services

- ❖ Number of positions per semester: 1
- ❖ English level required: Proficient to fluent
- ❖ Commitment: Full semester/4 month minimum
- ❖ Hours per week needed: minimum of 15
- ❖ Days/times preferred: Flexible, Mondays through Fridays
- ❖ Supervisor: Tanya Kimball Genn, Youth Services Manager
- ❖ Duties: Help register students for school and conduct follow up meetings with refugee students and their families. Facilitate bus orientations for newly-registered students and their families. Help to facilitate communication between schools, parents, and IRIS.

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- ❖ **Requirements:** Cross-cultural experience volunteer or work experience with youth. A driver with a car, willing to transport clients, is required.

In-School Tutor and Student Support

- ❖ Number of positions per semester: 4+
- ❖ English level required: Proficient to fluent
- ❖ Commitment: Full semester/4 month minimum
- ❖ Hours per week needed: Minimum of 15
- ❖ Days/times preferred: Flexible, Mondays through Fridays
- ❖ Supervisor: Dennis Wilson, Education and Advocacy Coordinator
- ❖ Duties: In school tutors provide academic support to students in grades K-12 in the New Haven Public Schools system. Tutors work with students inside and outside the classroom, individually and in small groups. Tutors work directly with educators, school staff, and IRIS staff to coordinate schedules and to help facilitate positive educational outcomes for students. In school tutors also work to bridge communication among schools, families and IRIS in regard to student needs and opportunities for growth. With feedback and guidance from the various stakeholders, the in school tutor will help connect individual students to extracurricular opportunities and supports.
- ❖ Requirements: Cross-cultural experience and volunteer or work experience with youth. Strong communication skills necessary.

Higher Education and Youth Leadership Services

- ❖ Number of positions per semester: 1
- ❖ English level required: Proficient to fluent
- ❖ Commitment: full semester/ 4 month minimum
- ❖ Hours per week needed: minimum of 15
- ❖ Days/times preferred: Flexible, Mondays through Fridays
- ❖ Supervisor: Tanya Kimball Genn, Manager of Youth Services
- ❖ Duties: Become familiar with college and career preparation resources at local high schools

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with large client numbers. Encourage clients to take advantage of these resources or provide support if other resources are not available (personal statement editing, one-on-one college searches, scholarship applications, arranging campus tours, etc) Advise students on different kinds of campus cultures (commuter, live-on, large, small, public, private, liberal arts, research, etc.) Provide FAFSA completion and renewal support where necessary. Assist with the weekly planning and facilitation of the Youth Leadership Program. Provide program outreach and database maintenance..

- ❖ Requirements: Cross-cultural experience and volunteer or work experience with youth. Strong communication skills necessary.

[Family Literacy Early Education & Childcare Intern \(Summer Only\)](#)

- ❖ Number of positions per semester: 1
- ❖ English level required: Proficient to Fluent
- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 25 hours a week
- ❖ Days/times preferred: Monday to Friday 9AM - 2PM
- ❖ Supervisor: Jen FitzGerald, Family Literacy Program Director
- ❖ Duties: Help enable mothers to go to an adjacent English class by leading a team of volunteers in the 3 month to 2 year-old children's classroom. Intern will create and maintain a safe, culturally sensitive childcare and learning environment. Assist in planning summer activities, preparing materials, maintaining a volunteer schedule spreadsheet, tracking attendance, writing program blog posts, and scheduling guests and class trips.
- ❖ Requirements: Must love working with children and demonstrate cultural sensitivity, cross-cultural communication skills, a willingness to learn with and from clients, as well as leadership skills. Experience in early education, preferably bicultural education is a must. Proficiency in Google Sheets and the ability to communicate in one or more languages in addition to English (especially Kiswahili, Arabic, Dari, and Pashto) is a plus!

[Family Literacy Adult Education Intern \(Summer Only\)](#)

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- ❖ Number of positions per semester: 1
- ❖ English level required: Highly Proficient/ Fluent
- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 25 hours a week
- ❖ Days/times preferred: Monday to Friday 9AM - 2PM
- ❖ Supervisor: Jen FitzGerald, Family Literacy Program Director
- ❖ Duties: Co-facilitate ESOL classes for refugee mothers of young children. Opportunity to co-teach at preliteracy (true beginner) level class or a low intermediate ESL class. For some women, this is their first time having a formal educational experience. With training from our ESOL teachers, help create engaging lesson plans and materials. Track attendance and progress. Elicit feedback from students and volunteers for program enhancements. Provide administrative support such as volunteer scheduling, feedback reporting, and assessment documentation.
- ❖ Requirements: Applicants should have language teaching experience, preferably CELTA, DELTA, TESOL, or EFL training. Teaching majors and candidates with cross-cultural education and group facilitation experience are encouraged to apply. Must be reliable and flexible to the needs of the program. A demonstrated cultural sensitivity, effective cross-cultural communication, and interpersonal skills are necessary. Proficiency in Google Sheets is a plus!

[Family Literacy Early Education & Pre-school Readiness Intern \(Summer Only\)](#)

- ❖ Number of positions per semester: 1
- ❖ English level required: Proficient to Fluent
- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 25 hours a week
- ❖ Days/times preferred: Monday to Friday 9AM - 2PM
- ❖ Supervisor: Jen FitzGerald, Family Literacy Program Director
- ❖ Duties: Help enable mothers to go to an adjacent English class by leading a team of volunteers in the 2 year-old to 4 year-old children's classroom. Intern will create and maintain a safe, culturally sensitive childcare and learning environment. Guide volunteers and children through the daily schedule including free play, arts and crafts, literacy activities, music and

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movement, and other activities. Engage children with the English language and developmentally appropriate social skills. Assist in planning summer activities, preparing materials, and scheduling guests and class trips. Maintain a childcare volunteer schedule spreadsheet, track attendance, write program blog posts, and prepare materials.

❖ Requirements: Must love working with children and demonstrate cultural sensitivity, cross-cultural communication skills, a willingness to learn with and from clients, as well as leadership skills. Experience in early education, preferably bicultural education is a must. Proficiency in Google Sheets and the ability to communicate in one or more languages in addition to English (especially Kiswahili, Arabic, Dari, and Pashto) is a plus!

[Family Literacy Community Access Intern](#) (Summer Only)

- ❖ Number of positions per semester: 1
- ❖ English level required: Intermediate to Fluent
- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 15 hours a week
- ❖ Days/times preferred: at least 3 days a week, Monday to Friday 9AM - 2PM
- ❖ Supervisor: Jen Fitzgerald, Family Literacy Program Director
- ❖ Duties: Provide refugee women the empowering skill of navigating New Haven public transportation. Many clients do not yet have drivers licenses so this internship is an essential role that enables them to accept job opportunities, attend Mother & Child English class, or take their children to school. Interns are paired with clients and assist them in mapping out and utilizing the bus system. They ensure that clients get to English class safely and on time. Includes opportunities to help in the IRIS office as needed during class time.
- ❖ Requirements: Knowledge of bus systems preferred, but will be trained. Applicants must have strong interpersonal, culturally sensitive, and cross-communication skills and be comfortable meeting and assisting refugee clients on your own. Must enjoy being around mothers and young children (under 5 years old). Ability to communicate in one or more languages in addition to English (especially Kiswahili, Arabic, Dari, and Pashto) is a plus!

[Children's Summer Learning Program](#) (Summer Only)

- Number of positions per semester: 8-10

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- English level required: Proficient to fluent
- Commitment: 3 months minimum, to begin early June
- Hours per week needed: 10 – 25
- Days/times preferred: Monday through Friday, 8:30am – 1pm
- Supervisor: Dennis Wilson, Tutor/Education and Advocacy Coordinator & Tanya Kimball Genn, Youth Services Manager
- Requirements: Interns *must* have had prior teaching experience and have spent time working in a classroom with children. Classroom management experience is a must. Cultural sensitivity, cross-cultural communication skills, patience, and desire to learn required.

Duties: Volunteers and interns assist with the daily operation of a summer program for approximately 70 refugee students (ages 5 to 16) with varying levels of English proficiency.

After School Music and Arts Program Intern

- ❖ Number of volunteer positions available: 2-3
- ❖ English level required: intermediate to fluent
- ❖ Hours per week needed: 6-25
- ❖ Days/times preferred: Two or more of the following days: Monday-Friday, 2:30 – 5 pm; possibility for additional office hours if available.
- ❖ Commitment: 3 month minimum
- ❖ Supervisor: Jessy Griswold, After-School Music & Arts Enrichment Program Director
- ❖ Requirements: An energetic and nurturing disposition. Enjoy spending time with middle school and high school youth aged 8-18. Basic understanding of child safety, activity facilitation, and supervising. Experience multitasking several varied tasks is a must. Flexible and open to a program that balances structured and unstructured time. Cultural sensitivity and cross-cultural skills are a plus, or the desire to learn. Experience with classroom management and building multifaceted programs is preferred. ESOL experience desirable.

Duties: On a team, supervise and facilitate the logistical organization, care, and education (in music, art, and scholastics/homework assistance) of immigrant youth aged 8-18 from the New Haven region. Provide a language-rich environment and engage in age-appropriate activities. Follow a routine 2:00 - 5:00 pm rotating schedule of recess facilitation, tutoring and homework help, and individual as well as group music lessons (covering elementary to intermediate theory, piano, guitar, vocals, and choir). Knowledge of music or an instrument not necessary but a plus. Some knowledge of Spanish or Arabic a plus. A willingness to work with IRIS and program leadership in administrative roles such as curriculum building, logistical planning, budget management, and liaising. Ability to act as a representative of the *IRIS Enrichment Program* for

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Music & the Arts on formal occasions (including Monday staff meetings, if possible). Most of all, a disposition to having fun in a dynamic team passionate about teaching music and arts to IRIS youth!

Community Education Intern

- ❖ Number of volunteer positions available: 1
- ❖ English level required: excellent to fluent
- ❖ Hours per week needed: 10-15
- ❖ Days/times preferred: flexible
- ❖ Commitment: 6 month minimum
- ❖ Supervisor: Kimberly Gill, Volunteer Programs Specialist
- ❖ Duties: Assist the Community Engagement staff with a variety of tasks including: anti-racist and anti-oppressive curriculum research and development; program data monitoring and tracking; and active mobilization in the community. Program management and workshop facilitation skills a plus. Excellent interpersonal and cross-cultural communication skills required. Detail-oriented, a commitment to quality, and teamwork are essential.

Employment

Employment Services

- ❖ Number of positions per semester: 2 at 20 hrs -or- 3 at 15 hrs per week
- ❖ English level required: Strong English - Fluent
- ❖ Commitment: 3 month minimum, 4 months preferred
- ❖ Hours per week needed: 15-20 hours
- ❖ Days/times preferred: Tuesday - Thursday, mid/late morning to end of day
- ❖ Supervisor: Aniko Szabo, Employment Services Coordinator
- ❖ Duties: Did you know that immigrants and their children make up more than 42% of Fortune 500 entrepreneurs in Connecticut? Employment interns work directly with IRIS clients as they navigate the American career experience. Included in this group are high-school and college age refugees who are looking for part-time or temporary work. The work may include but is not limited to: developing skills assessments, resume building, assisting refugees with online applications, and interviews. Interns log case

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notes and maintain employment databases. Helping a client find and secure their first job, or a job upgrade, allows refugees the opportunity to become financially independent, find fulfillment with their skill sets, and build upon their goals and dreams. The ability to build trusting, productive relationships with refugees is a key skill.

- ❖ **Requirements:** A driver with car willing to drive clients is strongly preferred. Experience with cross-cultural communication, anti-oppressive practices, and language skills in one of our clients' languages (listed at the top of this document) also desired.

Legal Department

Legal Services

- ❖ **Number of positions:** 1
- ❖ **English level:** fluent
- ❖ **Commitment:** 3 months minimum
- ❖ **Hours per week:** 5 hours a week minimum
- ❖ **Days/times:** Monday - Thursday, flexible hours
- ❖ **Supervisor:** Rachel Doft, Director of Immigration Legal Services
- ❖ **Duties:** Assisting attorneys with a variety of tasks relating to their representation of IRIS clients, including: communicating with clients (in person or on phone) to answer any questions that arise; inputting client information on green card and naturalization applications; designing an intake process for asylum cases; creating client materials relating to the process of seeking asylum; assisting with other miscellaneous administrative legal department tasks, in an effort to serve IRIS's refugee, asylee, and asylum seeker clients.
- ❖ **Requirements:** Must be detail-oriented and well-organized.