IRIS (Integrated Refugee & Immigrant Services, www.irisct.org), a dynamic refugee resettlement agency in New Haven CT, is looking for an Employer Outreach Specialist who will identify and pursue employment opportunities for IRIS clients.

IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities. While IRIS has traditionally focused on helping refugees, it is increasingly serving a more diverse immigrant population.

General Description
The Employer Outreach Specialist (EOS) contributes to the effort to help refugees, asylees and immigrants find gainful employment in the greater New Haven, CT area. IRIS Employment Services (ES) serves over 200 clients each year. The overall responsibility of the position is to identify and pursue employment opportunities for IRIS clients.

Essential Duties and Responsibilities include:
● Maintain and expand a database 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.

1. Build more and stronger relationships within the greater New Haven business community.
   ● Build a network of employment contacts throughout the region.
   ● Attend GNHCC council meetings, workshops and presentations, in addition to Business after Hours.
   ● Develop stronger relationships with state and local organizations and area civic organizations including New Haven Adult Education, New Haven Works, CT Works, ConnCAT, Rotary, Lions, etc.
   ● Invite business leaders to visit IRIS
   ● Hold a GNHCC Business After Hours at IRIS
   ● Reach out to area religious institutions to enlist support in finding jobs for our clients.

2. Explore employment and training opportunities in the Manufacturing Sector.
   ● Meet with the Department Chairman of the Gateway Community College Manufacturing Program.
   ● Identify scholarships and tuition reimbursement opportunities.
   ● Attend the New Haven Manufacturer’s Association meetings for the purpose of networking with area manufacturers.
   ● Identify area manufacturers and call on them directly to explore employment opportunities.

3. Develop systems/programs to facilitate clients becoming more proactive in seeking employment.
   ● Advocate for and contribute to Job Club
• Push for requiring all Level 2 and higher English speakers to make “x” number of employment contacts per week.
• Have clients memorize a script to use when making calls.
• Help clients develop a sense of urgency about getting a job.
• Work with specific clients, as assigned by Employment Services Manager, to investigate tailored job opportunities and help targeted clients through the application process.

4. **Encourage all staff members to be Job Developers**
   • Encourage staff members to be employment mentors.
   • Encourage staff to deliver job leads.
   • Encourage staff to focus on job opportunities/contacts/potential mentors as they pursue their lives outside of IRIS. This would include relationships they have at religious institutions, stores they shop at, organizations they belong to, etc.

Familiarity with the New Haven job market is preferred, but not required.

If you are passionate about helping immigrants succeed and build careers, please apply by sending an email to **humanresources@irisct.org** as soon as possible with the following:
• A subject line that says “EOS: [Candidate first and last name]”
• A cover letter
• An attached resume
Applications will be reviewed in the order they are received and until the position is filled.

IRIS is an Affirmative Action/EEO Employer