



IRISH INTERNATIONAL
IMMIGRANT CENTER

The Irish International Immigrant Center

Deputy Director

February 4, 2019

Reports to: Executive Director

Status: Full-time

RESPONSIBILITIES

Summary:

IIC's deputy director is a leader within our Welcome Center who ensures we are providing expert and caring support services for immigrants, refugees and exchange visitors from Ireland and from 120 other countries in alignment with our strategic plan. The deputy director oversees human resources, operations, volunteer program, Guest Services and deputizes for the executive director. The IIC is recognized as a leading immigrant services agency in New England and recently agreed upon a set of strategic priorities that seems support immigration families in their integration.

Primary Responsibilities:

- Provide organizational leadership in helping the Center achieve the vision and goals outlined in our strategic and operational plans
- Oversee the Center's operations, including oversight of:
 - Technology plan
 - Facilities
 - Guest services and supervising guest services coordinator
 - Vendor relationships
- Assist program teams with program development and evaluation (logic models, dashboards etc.)
- Partner with Director of Finance and Executive Director on annual budgeting process.
- Assist the Center's development team when needed (for example occasionally assisting with grant applications, reports, and fundraising events)
- Lead the center's human resources including:
 - Oversee recruitment, hiring and onboarding of staffing
 - Oversee the volunteer and intern program supervising the volunteer coordinator
 - Work to ensure retention, staff wellness and professional development plans
 - Maintain personnel policies and procedures
 - Administer the IIC's health plan with broker
 - Serve on the Board of Directors Human Resources and Diversity committee
 - Work with executive director regarding evaluation and adjustment of staffing structure; and compensation of staff
- Oversee special projects when needed
- Deputize for the Executive Director when needed
- Other duties as required

QUALIFICATIONS

- A commitment to the overall mission and values of IIIC
- Strong organizational skills with great attention to detail
- Creativity, flexibility, and capable of multi-tasking and a desire to work cross-functionally
- Ability to problem-solve, take own initiative and think creatively
- Good interpersonal skills – friendly, sense of humor, team-player and “can do” attitude
- Strong written and oral communication skills
- Competent in using Microsoft Office, with good data entry skills
- Ability to handle sensitive and confidential matters with the highest level of discretion
- United States citizenship or legal permanent residency required

ABOUT THE IRISH INTERNATIONAL IMMIGRANT CENTER

The Irish International Immigrant Center (IIIC) was founded in 1989 by a group of immigrants committed to helping empower immigrants and refugees from more than 120 countries by providing the legal, educational and wellness support they need to build successful lives, and we support young Irish men and women on the J-1 visa program.

Building on our Irish roots of welcoming others, social justice and human rights, we help newcomers find community, and we stand up for immigration policies that are humane and just. America is a nation of immigrants, and despite the current political climate, we are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. Our vision is of a shared society where all people are welcomed and valued and enjoy equal opportunities and protections. For more information on the Irish International Immigrant Center please see www.iiicenter.org.

WORKING AT THE IIIC

Our staff of thirty bring enthusiasm and a commitment to our mission and to the work they do at the Center. Our generous benefits package that includes health coverage, 20 vacation days, 14 holidays, and 5 sick days, 12 weeks paid family leave and a matching 3% 403b contribution.

HOW TO APPLY

The IIIC is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.

Please send a cover letter and resume to career@iiicenter.org. For more information on the Irish International Immigrant Center and the Learning Exchange Program, please visit our website at www.iiicenter.org.

Application Deadline: Until position is filled.

