



Kentucky Refugee Ministries, Louisville
Rise Up Educational Access Coordinator (part-time, 20 hours/week)

As part of the Family and Youth Services staff, the Rise Up Educational Access Coordinator will provide educational case management services and implement college and career readiness programming for young adult refugees and immigrants. Responsibilities include meeting with young adults on an ongoing basis, creating individualized client case plans, equipping clients to access available community resources, and planning and implementing workshops and college visits that will empower clients to pursue their academic and vocational goals.

Kentucky Refugee Ministries (KRM) resettles approximately 100-110 young adults each year. Once in Louisville, young adults are eager for guidance in pursuing additional education. Most young adults face barriers that prevent them from accessing the education that they seek. Some these barriers are a lack of knowledge and understanding of available academic services. Another barrier is the cost of education and the misperception that higher education is unaffordable. They also have financial needs that require them to work. These barriers cause some young adults to choose not pursue higher education. The role of the Rise Up Educational Access Coordinator is to help educate, advocate, and encourage young adults as they overcome these barriers. The Rise Up Program provides comprehensive educational and career support services for those ages 18-25 years old with a history of interrupted education or lack of access to higher education. These services include educational case management, college exploration, educational workshops, and mentorship. Clients have varying levels of English proficiency—some speaking little or no English—and diverse educational and cultural backgrounds.

Essential Duties

Under the supervision of the Family and Youth Services Coordinator, the Rise Up Educational Access Coordinator will carry out the following activities:

- Maintain an up-to-date database of young adult refugee and immigrant arrivals and current Rise Up participants.
- Meet with newly arriving clients to increase awareness of programming resources.
- Work collaboratively with clients to develop and implement participant-driven case plans for attaining their educational and vocational goals.

- In conjunction with the Employment Services staff, assist clients during their job application process, specifically to make a plan for pursuing their studies while working.
- Maintain records of current participants and log their progress toward achieving their goals.
- Assist participants in connecting with available community resources and maintain strong working relationships with community partners.
- Plan and implement college visits and educational workshops, tailored to fit the needs and interests of current clients.
- In conjunction with the Cultural Exchange and Mentoring Coordinator, refer clients for mentoring services and assist in making the match with KRM volunteers.
- Track Rise Up program activities and outcomes on an ongoing basis in order to evaluate program success.
- Refer high school and young adult students to KRM's employment services staff; communicate with employment staff to coordinate students' school and work schedules.
- Maintain working knowledge through research of best practices in adult education for English Language Learners.
- Plans regularly with staff and participate in weekly Family and Youth Services department meetings, activities and professional development opportunities.

Agency Profile

Founded in 1990 as a nonprofit agency, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service and Episcopal Migration Ministries, two of nine national voluntary agencies authorized to provide resettlement services to refugees legally admitted to the United States through the State Department's Refugee Admissions Program. Currently, KRM is receiving refugee arrivals from Afghanistan, Bhutan, Burma, Congo, Cuba, Ethiopia, Eritrea, Iraq, Somalia, Syria and Sudan. KRM's Louisville office KRM's Louisville office currently receives over 500 refugee arrivals a year; our Lexington office over 300.

Since 1995, through Church World Service/Immigration and Refugee Program (CWS/IRP), KRM Louisville has also assisted Cuban entrants admitted under a special program for Cuban immigration administered by the U.S. Citizenship and Immigration Services. KRM Louisville currently serves over 300 newly-arrived Cubans a year.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services; ESL and cultural orientation classes; specialized programs for refugee youth and elders; and arts programming. KRM also offers citizenship classes for refugees and immigrants preparing to apply for U.S. citizenship and comprehensive immigration legal services.

Job Requirements

- College degree required.
- Strong computer skills, including proficiency in MS Excel.

- Ability to drive and transport clients by car.

Specialized Skills

- Ability to work with clients and staff of diverse nationalities and cultures.
- Passion for working with young adults.
- Comfort with servicing limited-English-proficient clients.
- Applicants should have strong organizational skills, be detail-oriented, and capable of providing clear documentation of services.
- Self-motivated; ability to develop and implement new and innovative projects.
- Team-orientation; ability to work in coordination and close collaboration with KRM staff.
- Strong outreach skills; ability to network with higher and continuing education providers.
- Patience and flexibility, while at the same time adhering to agency mission of promoting client self-sufficiency.
- Working knowledge of higher and continuing educational systems preferred.

Salary and Benefits

This is a part-time position, 20 hours per week. Salary commensurate with experience and background. No benefits available.

Compensation and Benefits

This is a part-time position, 20 hours a week. Pay rate is commensurate with experience and background. Paid holidays, vacation, sick and personal days are provide on a pro-rated basis after introductory period. There are no medical benefits.

To Apply

Interested applicants should reply by Monday, August 7th, with a résumé and cover letter to—

John Koehlinger
Executive Director
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville, KY 40204
Email: jkoehlinger@kyrm.org

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