



KRM Lexington Intern Opportunities

Interns must commit to a minimum of 8 hours per week, for a minimum duration of 6 weeks, or a minimum total of 80 hours. Internships may be limited to one program area or they may span multiple program areas depending on the intern's interests/availability and the agency needs. Interns must be outgoing and have the ability to work independently. Language skills are preferred but not required.

To apply, interns must submit a completed Intern Application, Resume, and Background Check prior to interviewing for the position. Application documents are available online at KRM's Careers and Internships page on kyrm.org. Contact the Mary Cobb, mcobb@krmlx.org with any questions.

Program Evaluation Intern

Days/Times: Flexible hours during the week 8am-6pm

Description:

This person will have skills in designing and implementing quantitative and qualitative tools for program monitoring and evaluation. Students - particularly graduate students - who have completed courses in monitoring and evaluation, measurement, or analysis would be suitable for this role. Intern will work with KRM staff to design indicators, develop beneficiary feedback tools, and advise on measurement tools. Position does not require advanced statistical analysis skills.

Communications Intern

Days/Times: Flexible hours during the week 8am-6pm

Description:

This individual will help to generate content for media and social media platforms. She/he will assist with developing local media contacts as well as assisting with managing and growing KRM's e-mail/newsletter list. For this position, individuals must be willing to attend special events and assist with coverage (write-ups, photography), as well as event planning. It is also important for interns to research potential partnerships for new events in the area. It is preferred but not required that intern has experience with WordPress and prior knowledge of the refugee resettlement process/populations.

Curriculum Development Intern

Days/Times: Flexible hours during the week 8am-4pm

Description:

The Curriculum Development intern will assist KRM staff in writing and developing curriculum for programs hosted at KRM. These programs include a Family Life Skills program and Job Readiness Assistance program. Intern will also assist KRM staff in writing ACT curriculum for KRM clients. **Intern must have experience in curriculum development and must be a graduate level student.**

ESL & Cultural Orientation Intern

Days/Times: M-F 8:30am-12:30pm

Description:

The ESL intern will assist our teachers in providing English language instruction to students at varying levels of language ability. He or she will help prepare and contribute ideas for materials and activities for classes and work to keep the classroom environment organized and inviting to English language learners. Most importantly, the intern will be present during classes to allow for more one-on-one and small group interaction with students, especially those at the very beginning levels of reading, writing, and speaking. During these interactions, the intern will help assess the abilities of each learner, considering their strengths and needs

according to their previous educational experiences and the languages they currently use. Previous teaching experience, especially at the pre-reading level, is very helpful. The intern will also assist with logistics of Friday morning Cultural Orientation classes, including cultural adaptation and identifying challenges for the future. He or she must help with administering CO assessments on an as-needed basis (~ 15 min/client, can be scheduled during the week). The intern will also be responsible for assisting to edit existing PowerPoint presentations and developing new topic presentations. This individual may be asked to perform other tasks which include anything from contacting and introducing speakers to scheduling upcoming classes. Interest in languages, patience, and joy in seeing each individual progress and succeed are essential.

Health Education Intern

Days/Times: 8 hours/week, afternoons preferred

Description:

The health education intern will report to the Mental Health Coordinator. They will be responsible for teaching and teaching 1-2 weekly health and health system education classes based on a prepared curriculum. Additionally, the health education intern may take on tasks such as assisting clients with understanding medical bills, communicating with health insurance agencies and planning possible workshops on health related topics. Ideal candidates for this position should have some experience with disseminating basic health information or experience in the area of adult education. Public health or health education majors preferred.

Employment Intern

Days/Times: Flexible, 2-3 days 8am-4pm

Description:

Employment intern will have the opportunity to assist in the development of programs to help refugee clients attain employment, programs include: job readiness, computer literacy, essential skill development, and others that involve technology. Additionally, intern will have the opportunity to work directly with clients to help them find job opportunities by working on job application, resume development, and networking with the community to build relationships. Hours and days are flexible and can accommodate intern's schedule.

Volunteer Coordination Intern

Days/Times: Flexible, 2-3 days 8am-4pm with occasional hours from 5-7pm

Description:

Will support the Volunteer Coordinator in recruiting, screening, training, and matching volunteers with appropriate service opportunities. This individual will also have the opportunity to assist in the development of resources supporting the Volunteer Coordinator, such as implementing a new volunteer management system, and updating materials to present at volunteer orientations. Requires outstanding organizational skills, strong computer/software/database skills, an interest in non-profit organizational management, strong interpersonal and communication skills, and ability to work well with people of diverse cultural backgrounds.