



KRM Lexington Intern Opportunities – SUMMER and FALL 2018

KRM Lexington will host summer and fall interns for 2018. Internships are unpaid, but may be for credit toward a degree, if applicable per your program. 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. Start and end dates are flexible. Internships may be limited to one program area or they may span multiple program areas depending on the intern's interests/availability and agency needs. Interns must be: 1) committed to helping KRM clients receive the best possible services, 2) comfortable working with clients and staff of diverse backgrounds, and 3) able to work well as part of a team, yet complete tasks independently at the request of the supervisor. Language skills are preferred for some positions, but not required. Swahili, Kinyarwanda, Nepali, Ukrainian, Arabic, French, or Spanish skills would be most useful.

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/careers. Submit completed application materials to internships@krmlx.org. (Applications already submitted to Mary Cobb are being reviewed; no need to re-submit).

Program Evaluation Intern

Days/Times: Flexible hours during the week between 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, advise on measurement tools, and visualize data for management and reporting purposes. Position does not require sophisticated statistics skills.

Communications and Fundraising Intern

Days/Times: Flexible hours during the week 8am-4pm (may include some evenings or weekends for special events)

Description:

In coordination with and the oversight of the communications and grants coordinator, this individual will help to generate content for the KRM website, assist in advertising campaigns, and help with silent auction and fundraiser planning. Applicants must be strong writers, self-directed, culturally competent, and have excellent customer service skills.

Match Grant Intern

Days/Times: 8+ hours/week, flexible days and times during business hours

Description:

Will support the Match Grant Coordinator in providing and documenting services to clients seeking early self-sufficiency after their arrival in the US. This position will include both office admin support and direct client support, potentially including budgeting sessions, helping clients with job applications/resumes, driving clients to appointments (if possible), and English tutoring with individual clients or families. Office support will include planning, reporting, preparing documentation of the program in support of the staff.

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 teach 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.

Extended Case Management Intern

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

Description:

Will assist the Extended Services team to support clients who have been in the United States for more than 1 year, who continue to face challenges to self-sufficiency. May assist case workers in helping clients with case plans, may provide office support for documentation, case files, and other assistance to case workers as requested. Will assist clients in preparing or updating resumes, searching for jobs and filling out job applications, and other employment support as requested.