

2019 INTERNSHIP OPPORTUNITIES

KENTUCKY REFUGEE MINISTRIES - LEXINGTON

KRM Lexington will host spring, summer, and fall interns for 2019. 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, Bembe, Nepali, Ukrainian, Arabic, French, or Spanish skills would be most useful.

Victim's Advocate Intern

10 hours/week, flexible scheduling (mostly daytime, with some optional evenings)

This intern will work with KRM's Victim's Advocate to implement a new program to assist refugees and underserved immigrants who are victimized by crimes. Will assist with outreach and communication tools to reach LEP individuals to understand their rights. Will work with the Advocate and interpreters to offer direct assistance to clients to navigate the process of reporting crimes, working with police, shelters, hospitals, accessing emergency resources, etc. As this is a new program, the Spring 2019 intern will also help with initial program setup - helping create tools and documentation systems and reporting. Social work experience strongly preferred.

Communications & Fundraising Intern (Fall Only)

Flexible hours during the week 8:30am-4:30pm (may include some evenings or weekends for special events)

This individual will generate content for the KRM website, draft client stories for reports and social media, and help with fundraising and event planning. Applicants must be strong writers, self-directed, culturally competent, and have excellent customer service skills. Photography, videography, and/or graphic design skills desired. Marketing, journalism, English, and design students encouraged.

Health Education Intern (Fall Only)

8 hours/week, afternoons preferred

The health education intern will report to the Mental Health Coordinator. They will be responsible for planning and teaching periodic health education and health system navigation classes based on a prepared curriculum. Additionally, the health education intern will assist clients one-on-one with understanding medical bills, communicating with health insurance agencies, refilling prescriptions, learning to make medical appointments on their own, and other 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, nursing, pharmacy, or other health-related experience preferred.

Employment Intern

Flexible, 2-3 days 8am-4pm

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, youth employment, 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 applications, resume development, and networking with the community to build relationships. Hours and days are flexible and can accommodate intern's schedule.

Volunteer Coordination Intern (Fall Only)

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

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.

Immigration Legal Services Intern

Flexible, business hours M-F

Immigration Intern will assist staff attorneys and legal caseworker with administrative duties such as scanning, copying, filing, and letter writing. Immigration Intern will also be able to observe client interviews and the completion of immigration applications for permanent residency, citizenship, family reunification, and other forms of humanitarian relief. Immigration Intern may also assist with outreach about our immigration services. May also be asked conduct legal research and writing on immigration law topics as well as other duties as assigned.

Match Grant Intern

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

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. Interns who have a driver's license and reliable vehicle, and willingness to transport clients is preferred (mileage will be reimbursed).

ESL & Cultural Orientation Intern

M-F 8:30am-12:30pm

The ESL intern will assist our teachers in providing English language instruction to students at varying levels of language ability. They 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. The intern will also edit existing PowerPoint presentations and develop new topic presentations.

Case Management Intern

Flexible hours during the week (8am to 4pm with some optional evenings possible)

Case Management Intern will assist staff working with clients to achieve self-sufficiency. KRM emphasizes a strengths-based case management approach, encouraging clients to empower themselves as they navigate the process of resettlement, employment, and community integration. Some case workers work primarily with very new clients during their first 3 months in the U.S.; others work with longer-term clients who face more complex barriers to self-sufficiency. Case management interns may assist staff on a variety of tasks including case file documentation, attending meetings with clients, enrolling clients in services outside KRM (such as school, medical care, WIC, etc), helping clients plan budgets or open bank accounts, and assisting with apartment set-ups for new arrivals.

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. Please indicate whether your interest is for Spring, Summer, or Fall in the subject line. (Applications sent to any other address or directly to a staff member may not be reviewed.)