

Internship Opportunities

All Interns will primarily keep hours during regular business time (M-F 8:30-4:30). Preferred start dates would be in August 2021 and preferred end dates would be in December 2021.

To apply, please submit an application (kyrm.org), cover letter, and resume to Jessica Ashcraft at internships@krmllex.org.

The application window will close on August 4, 2021.

Immigration Legal Services Intern

Immigration Intern will assist staff attorneys and legal caseworker with administrative duties such as answering the phone, reminding clients about appointments, 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. 8-12 hours/week.

Match Grant Intern

Intern 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. Duties may include filing, scanning, scheduling, budgeting sessions, helping clients with job applications/resumes, and driving clients to appointments. Interns who have a driver's license and reliable vehicle, and willingness to transport clients are preferred. 8-10 hours/week.

Intern to the Sub-office Director

Intern may assist with grant writing, reporting, basic data analytics, donor engagement, program evaluation, and/or other tasks related to non-profit management and sustainability. Some office/admin tasks such as shredding and filing will sometimes be needed but will not comprise the majority of this person's time. Strong writing and Excel/spreadsheet skills needed. 8-10 hours/week.

VOCA Intern

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. Interns with Spanish and/or ability to transport clients preferred. 8-10 hours/week.

Housing Internship

Intern will assist Pre-Arrival and Housing coordinator with housing acquisition, apartment set-up, and various projects for arriving clients. Work with existing clients on housing applications, resolving maintenance issues, and other housing related inquiries as they arise. Additionally, help maintain and develop relationships with current and potential landlords for KRM clients in the Lexington area. 8-10 hours/week.

Youth Services

The Youth Services Intern will help with lesson planning, organizing Youth Services documents and materials. The position will also include occasional administrative and direct client support with school enrollment and referrals to out-of-school programs. Recruitment and networking are integral aspects of this position: recruiting youth for KRM youth programming, ensuring that contact information is up to date, and networking with local organizations to better inform youth and their families about resources available in the community. 8-10 hours/week, 4p to 6:30p on Tuesday and Thursday with flexible scheduling M-F for remaining hours.

Volunteer/Communications Intern

Intern will support the Volunteer Coordinator in recruiting, screening, training, and matching volunteers with appropriate service opportunities. 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. 8 hours/week (one 8 hour day or two 4 hour mornings preferred).

ESL/Cultural Orientation Intern

The ESL intern will assist our teachers in assessing and providing English language instruction to students at varying levels of language ability. Previous teaching experience, especially at the pre-reading level, is preferred. Intern will also assist with the logistics and presentation of Cultural Orientation classes. This may include modifying existing presentations and developing new topic presentations. Tuesdays & Thursdays 8:30a-11a, Friday 12:30p-3:30p.

Employment Intern

Employment intern will have the opportunity to assist in the development of programs to help clients attain employment. Programs include: job readiness, computer literacy, youth employment, essential skill development, and others that involve technology. Additionally, interns 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. Interns with willingness and means to transport clients are preferred. Two 8 hour days/week preferred.

