



Kentucky Refugee Ministries, Lexington Co-Sponsorship Developer (full-time)

The Co-Sponsorship Developer will actively encourage, recruit, and manage community co-sponsorship relationships for groups who wish to help support KRM clients. This includes promoting community awareness and understanding of refugee resettlement and related co-sponsorship opportunities; speaking to groups to recruit and orient co-sponsor teams; matching co-sponsor teams with specific KRM client families; documenting co-sponsor team's commitments and ensuring that team members' documentation, background checks, and orientations are completed and filed; liaising between co-sponsor team leaders and KRM case workers; and providing general guidance and support to ensure that co-sponsors and clients have the best possible experience together.

About Co-Sponsorship

Co-sponsor teams can be comprised of any existing group, congregation, club, business, or other entity. Groups partner with KRM staff to welcome and support a specific KRM client or family for approximately 3 months time. Support can include: identifying and/or setting up housing, collecting donated furnishings and supplies for a home, taking the client shopping for groceries or clothing, help with school enrollment, driving to appointments, opening bank accounts, showing community resources like parks, shopping, and social/recreational activities, etc. Co-sponsors typically also collect and donate approximately three months' rent for the family they work with. KRM staff provide training and guidance to all co-sponsor teams. Co-sponsor agreements are signed by the team and by KRM to document and guide which specific tasks the group is able to help with. Co-sponsorship historically provides a rich opportunity for community members to truly be involved in the welcoming process for newcomers, and provides substantial logistical, financial, and social support to newcomers as they begin life in Lexington.

Essential Duties

- Speak with a variety of groups to inform and promote understanding of (and participation in) KRM programs, with an eye toward potential co-sponsorship. May include faith-based groups of any faith, college classes, clubs, community groups, alumni or charitable groups, schools, etc.
- “Table” at fairs or events highlighting non-profits in the community; engage with participants who want to learn more about KRM and refugee resettlement, answer questions, assist people to sign up for volunteer opportunities, newsletter sign-ups, or other follow-up.
- Communicate effectively with KRM staff about co-sponsors, matching process with families, and what co-sponsors have agreed to do.
- Document and track co-sponsor group readiness, process, and efforts, including helping ensure volunteer hours and in-kind gifts are recorded and tracked effectively.
- Write case note updates in digital case files to ensure client experiences and support from co-sponsors is well-documented.
- Draft letters, newsletter pieces, social media content, or other communications to partners or the public to thank people for their support, promote opportunities, highlight co-sponsor efforts, etc.
- Report on co-sponsor numbers and achievements to the KRM Lex Director, Board, and national refugee placement agency.

Agency Profile

Founded in 1990 as a nonprofit agency, KRM is a local affiliate of the national network of agencies authorized to provide resettlement services to refugees admitted to the United States through the federal U.S. Refugee Admissions Program. KRM Lexington, a sub-office of the main Louisville office, opened in 1998 and is currently approved to receive up to 450 newly arrived clients per year, in addition to serving up to 125 Afghan evacuees in 2021-2022, as well as some previously-arrived refugee clients for up to five years. Services include case management, English language classes, employment readiness support, youth programming, and more. In addition, KRM provides a number of programs - including immigration legal services, a survivors of torture recovery program, and a victim advocacy program - to many other immigrants in addition to refugees. With clients and staff from a diverse array of backgrounds, KRM does not conduct any religious activities or messaging. We proudly serve all clients regardless of religion, race, national origin, sexual orientation, gender, or gender identity.

Job Requirements

- Public speaking ability/experience
- Outstanding English writing skills

- Ability to speak or write in an additional language would be beneficial but is not required
- Documentation and tracking skills, especially using excel to organize information
- Computer skills including ability to learn new software
- Demonstrated capacity to work with clients, staff, and partners of diverse backgrounds
- Excellent interpersonal skills and ability to communicate clearly and effectively with clients, partners, and staff
- Commitment to diversity and social justice

Additional Job Information

This job is full-time and offers medical/dental/vision/life insurance, paid vacation/holidays/sick and personal days. Position is based in Lexington, KY. Duties will be conducted primarily during normal business hours, but some evenings or weekends will be required for speaking engagements and co-sponsor meetings; scheduling will be flexible so that after-hours work does not necessitate overtime. Due to COVID-19, this job has some work from home days, but in-office presence is required for at least part of each workweek. The pay range for this position is estimated to be \$16-\$18 per hour, with some flexibility based on candidate's experience and skill.

To Apply: Please send a cover letter and resume to Mary Cobb, KRM Lex Director, at mcobb@krmllex.org. Application deadline: 5pm November 24, 2021.