



## **Kentucky Refugee Ministries, Lexington Administrative Coordinator**

Kentucky Refugee Ministries (KRM) seeks a full-time Administrative Coordinator for its Lexington office. The Coordinator will help ensure smooth, efficient, and effective functioning of all programs and services throughout the office. The Coordinator will work with the Office Director on many aspects of grant and program compliance, monitoring, and evaluation of programs; will work with all agency staff to process and track expenditures; and will work independently on specific projects and tasks in support of overall KRM Lexington operations.

This person must be diligent and adept at ensuring the proper completion of large amounts of complex documentation, while at the same time being able to think and operate with flexibility, prioritize, and respond to the fast-paced nature of work and the sometimes unanticipated needs that arise for the agency and its clients. This person will have substantial independent responsibilities and be expected to combine in-depth understanding of paperwork and documentation skills with outstanding teamwork and relationship-building skills for working with staff, clients, and external KRM partners. This person does not need to have heavy administrative experience, but must be smart, a fast learner, detail-oriented, comfortable with math and budgets, and someone who takes initiative to learn and solve problems while also knowing when to ask for guidance.

### **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 serving approximately 350 newly arrived clients per year, in addition to serving previously-arrived clients for up to five years for some services. Services include case management, English language classes, employment readiness support, youth programming, immigration legal services, and more. 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.

### **Essential Duties**

Bookkeeping (approximately 50% of time)

- Fulfill check requests from staff across all office programs
- Maintain and reconcile office petty cash funds
- Deposit and report all cash donations and other income
- Scan and file interpreter payment requests and visa purchase vouchers
- Serve as the liaison to the KRM-Louisville-based finance staff: answer questions, provide corrections, troubleshoot, locate missing documentation among office staff as needed, etc
- Oversee maintenance of financial records
- Train and supervise office volunteer(s) assigned to assist with scanning, filing, and other admin tasks

#### Grant reporting and compliance (approximately 15% of time)

- Draft reports or coordinate various staff teams' report sections for federal, state, private, and foundation grants/contracts
- Help ensure that grant metrics are well-written and realistic, and that during implementation they are measured and tracked appropriately. Furthermore, help ensure that program performance/results are used to inform program adjustments as needed.
- Help ensure that all funds expended are within compliance with grant terms and conditions for all programs
- Help compile or draft new grant proposals or portions thereof
- Help ensure that beneficiary feedback is solicited, collected, and used to continuously improve KRM Lex services

#### Support to Case Workers and Program Staff (approximately 15% of time)

- Track spending of client resettlement funds and help ensure funds are spent appropriately and timely
- After training, help advise and provide guidance to staff on allowable and unallowable uses of funds per grant requirements as well as updating on funds remaining available for use in each grant throughout the year
- With the Director, Program Leader, and Case Manager, become an expert reviewer of client case file documentation requirements and standards, and review case files for compliance and quality

#### General Office Support (approximately 10% of time)

- Purchase and maintain office materials and supplies, including coordinating maintenance and repairs of office space, vehicles, and major office equipment as needed
- Coordinate with vendors as needed for deliveries, repairs, office cleaning, etc
- Assist new staff in on-boarding logistics (keys, badges, business cards, etc)

#### Support to Office Director (approximately 10% of time)

- Assist in fundraising efforts and planning, as requested
- Support advocacy efforts (visual, written, in-person speaking, etc) as needed

- Shadow/assist with preparation for Board and Advisory Board meetings and reporting, as requested
- Evaluate programs and advise on gaps, improvements, and new programming areas needed, based on client feedback, caseload data, qualitative evaluation such as focus groups, or other means

### **Required Qualifications**

The successful applicant will bring a combination of knowledge, skill, flexibility, integrity, enthusiasm, intercultural experience, and interpersonal skills to this position. Required qualifications include:

- Demonstrated ability to work with people of diverse backgrounds and cultures.
- Excellent organizational and time management skills and ability to keep accurate, up-to-date records.
- Commitment to the highest levels of professional ethics and integrity.
- Standard office computing skills, plus ability to learn new software.
- Experience and skills in the google suite of tools (docs, sheets, google calendar, designing google forms etc) strongly preferred, or comfort learning these quickly.
- QuickBooks experience would be helpful, but this is trainable and not required in advance.
- Ability to work effectively both individually and as part of a team.
- Outstanding written and verbal English communication skills; language skills in addition to English are also helpful for all KRM positions.
- Ability to effectively meet deadlines under pressure and multi-task.
- Good basic math skills.
- Patience and flexibility. Willingness to ask questions, tackle new challenges, and learn new skills.
- Driver's license would be helpful (for bank trips and occasionally helping drive clients if needed) but not mandatory.

### **Position Requirements and Benefits**

This is a full time position (40 hours per week). Most work will be conducted during standard business hours, but the person will occasionally be required to assist with special events or projects which may require some evening or weekend hours.

Currently, due to COVID-19, some work will be remote/from home. Expected start date: o/a August 1, 2022

### **Pay and Benefits**

The starting pay rate for this position will be approximately \$20/hour but may vary based on applicant experience and skills. Benefits include subsidized health and vision insurance, free basic life insurance and dental insurance, and paid vacation, personal, sick, holidays, and paid parental leave. Subsidized insurance benefits are valued at approximately \$4K per year.

**To Apply**

Please send a cover letter and resume to Mary Cobb, KRM Lexington Director, at [mcobb@krmlex.org](mailto:mcobb@krmlex.org).