



## **Kentucky Refugee Ministries, Louisville Housing Coordinator (full-time)**

### **Summary**

The Housing Coordinator assists the Housing Manager in securing apartments and single-family rental housing for KRM's refugee and immigrant arrivals, in most cases, prior to clients' arrival in the United States/Louisville. There is no special provision or rent subsidy for refugee access to the local affordable housing market. All housing is obtained at market-rate rents. Housing for newly-arrived refugees and immigrants must be accessible to TARC bus lines. KRM does not co-sign leases for client rental housing, but does assume payment responsibility until clients can assume housing costs through employment or other income.

The Housing Coordinator will work extensively in the field to find housing options, reviewing listings and making contacts, working with existing KRM housing partners and developing new ones. Property owners or managers making housing available to KRM clients vary from large real estate or property management companies to individual investors. Both before and after clients' arrival, the Housing Coordinator will work with clients, property owner/manager, other KRM staff and community members to ensure that refugees and immigrants have access to affordable housing in Louisville; and to help make Louisville neighborhoods, inclusive, welcoming and safe for immigrants and long-time residents alike.

### **Job Duties and Responsibilities**

#### Housing Coordination

- Identify prospective rental units and contact property owners
- Secure units for occupancy prior to client arrival
- Inspect prospective or secured housing
- Consult with family members of arrivals already resident in Louisville (US Ties) about the housing placement of soon-to-arrive family members from overseas; coordinate housing search with U.S. Ties, to extent possible
- Submit vouchers to KRM's Finance office for client rents and security deposits; ensure that checks get mailed or delivered to property owners/managers in timely fashion

- Create an Excel spreadsheet of initial expenses, including for housing, the agency makes on behalf of clients
- Call to set up gas, electric, water and trash removal service for units, as needed
- Check on housing maintenance issues before and after clients' arrival
- Coordinate access to the unit with KRM's Donations Office so furniture, household items and food can be placed in the unit prior to clients' arrival
- Arrange lease signings, including the participation of bilingual interpreters, to explain lease terms to clients
- Facilitate and participate in discussions with property owners/managers, case management staff and clients regarding clients planning to relocate from their housing
- Conduct home visits to instruct clients on home maintenance requirements and procedures
- Follow-up on client reports of unresolved maintenance issues; assist, where needed, to report problems to property owner/manager
- Respond to communications from property owners/managers relating to late or unpaid rent and refer such communications to case management staff
- Find temporary or permanent housing for KRM clients who have been victims of domestic violence, face eviction, or for other reasons need to relocate on an urgent basis

### Community Building

- Participate in Block Watch and other community and police efforts to improve safety in low-to-moderate income neighborhoods where refugees live
- Participate, along with KRM staff and other partners, in the organization of neighborhood recreation, youth or arts events to build community in neighborhoods where KRM clients live;
- Participate in the planning and development of neighborhood-based community garden or microenterprise projects involving refugees
- Coordinate volunteers participating in home maintenance, yardwork or neighborhood clean-up or beautification projects

### Housing Development

- Represent KRM, along with the Housing Manager and Executive Director, in community discussions with developers, city officials and other stakeholders related to the development of affordable housing in Louisville for immigrants and other low-to-moderate income residents
- Monitor and participate in Church World Service (CWS) housing development efforts designed to increase refugee and immigrant access to housing.

- Assist with grant applications and grant reporting, including data collection, related to housing coordination and development
- Assist KRM staff in identifying KRM clients who may be interested in transitioning from renting to first-time home-ownership
- Support KRM's staff providing home-ownership counseling to clients, as needed

## **Agency Profile**

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service (CWS), one of nine national voluntary agencies authorized to provide resettlement services to refugees legally admitted to the United States through the State Department. Separately, KRM has also resettled 500 Afghan evacuees, over 300 in Louisville, and Ukrainians offered protection in the U.S. on a temporary humanitarian basis.

In addition, KRM Louisville also currently serves a sizable number of Cuban who have recently migrated to the U.S., as well as a small number of individuals from various countries who have been approved for asylum, are applying for asylum, or are otherwise resident in Kentucky.

KRM secures housing and medical care for clients and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for immigrant youth and elders, victims of crime, and the arts. KRM also offers citizenship classes for legal permanent residents preparing to apply for U.S. citizenship. KRM Louisville has an immigration legal services office with six full-time staff, including three attorneys, who provide services to immigrants of all statuses.

KRM staff do not engage in any religious messaging in connection with the delivery of client services.

## **Job Requirements and Needed Skills**

- Excellent interpersonal skills; ability to represent agency well with housing partners
- Strong organizational skills and ability to manage multiple deadlines and priorities
- Proficiency with MS Office, including Excel, and agency online databases
- Good detail orientation and ability to precisely manage and document client housing expenses
- Team-orientation; ability to work in coordination with KRM staff in different service areas (case management, donations, volunteer coordination, finance)
- Strong advocacy skills to help secure fair access to housing for immigrants, and with regard to following-up with property owners/managers on maintenance problems
- Ability to drive agency or personal vehicles
- Good knowledge of Louisville neighborhoods, housing market and bus lines

- Commitment to honest, ethical statements and representations

### **Covid-19 Precautions**

KRM staff are required to work at least two-days, or 40% of scheduled hours, a week in the office. Remaining hours can be worked remotely. Immediate time-sensitive service requirements may require more than 40% in-office or in-person work. With further decreases in COVID-19 infection rates, more in-office and in-person services may be required on a regular basis.

Note that there is a staff COVID-19 vaccination requirement for KRM staff.

### **Compensation and Benefits**

This position is full non-exempt position, 40 hours a week required. The hourly pay rate is commensurate with experience and background. Benefits: Medical, dental, vision, and life insurance are available. Paid vacation, holidays, sick and personal days are available for all full-time employees.

### **To Apply**

Interested applicants should reply with a résumé and cover letter by September 16<sup>th</sup> to—

John Koehlinger  
Executive Director  
Kentucky Refugee Ministries  
969-B Cherokee Road  
Louisville, KY 40204  
Email: [jkoehlinger@kyrm.org](mailto:jkoehlinger@kyrm.org)

Only applicants selected for an interview will be contacted.