



Kentucky Refugee Ministries, Louisville Youth Mentoring Engagement Specialist (full-time)

Summary

As part of the Family and Youth Services staff, the Youth Mentoring Engagement Specialist will provide educational case management services and out-of-school-time programming support to school-aged refugee and immigrant children and their families. The specialist will work in close collaboration with the Family and Youth Services team to ensure that children and their families can access out-of-school-time programming within Jefferson County Public Schools (JCPS), Kentucky Refugee Ministries, and the wider Louisville community.

Kentucky Refugee Ministries (KRM) resettles approximately 500 school-aged students and their families each year and works closely on an ongoing basis with more than 750 students, including 100-150 high school aged youth and young adults. These students and their families have varying levels of English proficiency as well as diverse educational and cultural backgrounds. Once in Louisville, children, youth and young adults are eager for guidance in pursuing educational opportunities, however many face barriers that can prevent them from educational success. In this role, the Youth Mentoring Engagement Specialist will work closely with clients, JCPS and community partners to remove barriers to students' academic success and social-emotional adjustment. This role will include coordinating KRM's existing out-of-school-time programming - the New Beginnings Tutoring and Mentoring Program (tutoring/mentoring program for school-age children) and Rise Up Mentoring Program (mentoring program for teens and young adults). The specialist will also support the planning and implementation of other KRM out-of-school-time programming, including the Teen Boost Summer Program (six-week educational summer program for newly arrived teen and young adult students).

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 ten national voluntary agencies authorized to provide resettlement services to refugees admitted to the United States through the State Department's Refugee Admissions Program. KRM also has offices in Lexington and Covington, Kentucky. In addition to refugees, KRM serves Ukrainian, Cuban and Haitian parolees, and individuals from various countries who have been approved, or are applying, for asylum.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for refugee youth and elders and the arts. KRM also offers citizenship classes for immigrants preparing to apply for naturalization. KRM's immigration legal services office provides services to immigrants of all statuses. KRM also provides services to immigrant victims of crime.

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

Essential Duties and Tasks

The Youth Mentoring Engagement Specialist will be responsible for the following tasks:

- Plan, coordinate and support KRM's out-of-school-time mentor programming initiatives.
- Work closely with staff and local schools to identify possible participants.
- Train and coordinate program volunteers; maintain ongoing communication.
- Engage in supporting volunteer recruitment and required documentation, in collaboration with the KRM Volunteer and Co-Sponsorship Specialist.
- Track program activities and outcomes, maintaining ongoing communication with students and families to evaluate program success, conducting annual comprehensive surveys with all program participants.
- Maintain records of current participants and track their progress towards achieving their goals in online databases.
- Enter case notes on a regular basis, documenting services, orientations, program participation, and student progress.
- Work collaboratively with other department staff on educational case management and programming.
- Plan regularly with staff and participate in bi-weekly Family and Youth Services department meetings, outreach and professional development opportunities.
- Work collaboratively with staff to draft grant proposals/complete grant reports related to programming.

Job Requirements

- College degree required.
- Demonstrated and verifiable direct experience working with children and youth.
- Strong computer and organizational skills, including proficiency in MS Excel.
- Ability to drive and transport clients by car and possess reliable transportation.
- Youth program coordination and previous cross-cultural experience preferred, particularly in a social service or educational setting.
- Ability to work occasional evenings.

Specialized Skills

- Competency in working with clients and staff of diverse nationalities and cultures.

- Comfort with and passion for serving multilingual clients, particularly children and youth, supporting them in obtaining needed programming.
- Detail-oriented with the capacity to provide clear documentation of services.
- Team-orientation; ability to work in close collaboration with KRM staff.
- Strong outreach skills; ability to network with educational/community providers.
- Patience and commitment to client care while promoting client self-sufficiency.
- Personal resilience during peak caseload periods.
- Commitment to ethical conduct, maintaining appropriate boundaries with clients, and respecting client autonomy.
- Kinyarwanda, Swahili, or Spanish language proficiency is preferred.

Hybrid Schedule and Vaccine Requirement

- KRM staff are required to work at least three days a week, or 60% of scheduled hours, in-person, either in the office or the field. Remaining hours can be worked remotely. Immediate time-sensitive service requirements may require more than 60% in-office or in-person work.
- All KRM employees are required to show proof of vaccine against COVID-19.

Compensation and Benefits

- Non-exempt position, 40 hours per week
- Pay based on background and experience, in the range of \$21.50/hour
- Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days
- 401(k) retirement plan with a 5% fully-vested KRM match after one year of service

To Apply

Interested applicants should reply with a résumé and cover letter by May 17, 2024, to:

Adrienne Eisenmenger
 Family and Youth Services Manager/ Program Leader
 Kentucky Refugee Ministries
 969-B Cherokee Road
 Louisville, KY 40204
 Email: aeisenmenger@kyrm.org

Those who have previously applied for a position at KRM are eligible to reapply. Only applicants selected for an interview will be contacted.