



**Kentucky Refugee Ministries (Louisville)**  
**Cultural Orientation Coordinator**  
*Full-time, 40 hours/week*

Kentucky Refugee Ministries provides weekly Cultural Orientation (CO) classes to all recently-arrived adult clients enrolled in KRM's English Language Training (ELT) Program. Cultural orientation is a critical element in the resettlement process for all clients as they navigate the new systems of the United States. CO is held weekly and consists of two primary portions: a participatory lesson taught by KRM staff that covers 15 basic CO topics, and a speaker presentation provided by a community service provider or staff member about a topic that will aid in participants' adjustment to their new community. CO topics include employment; accessing healthcare and preventive; health; U.S. laws and interacting with the police; housing and rights and obligations as a renter; public benefits; safety; wellness and mental health; budgeting, personal finance and consumer protection; public transportation; driver's education; cultural adjustment, and others. KRM clients generally participate in CO during their first three months living in the U.S. At the end of this period, all refugee participants are assessed on their understanding of CO topics. Culturally relevant and employment oriented classes are also offered to clients seeking to gain specific skills and trainings in addition to the existing CO curriculum.

The planning and presentation of CO will vary based on the number of current clients, their countries of origin, and the educational needs of each group. The CO Coordinator will organize all aspects of the weekly presentations including coordinating lesson topics, scheduling community speakers and interpreters, setting up presentation spaces, delivering CO lessons, and providing technical assistance to other instructors and presenters. They will also be responsible for tracking client participation and ensuring all CO program requirements are met, including a cultural orientation assessment for adult refugee clients. This requires strong attention to detail and the ability to work closely with interpreters, case workers, CO instructors, and other agency staff.

Additionally, the Cultural Orientation coordinator will provide instructional opportunities and the coordination of services for other culturally relevant and practical topics including driver's education and levels of relevant financial literacy. Both of which contain their own program administration, data tracking, teaching load, and coordination.

**Essential Duties and Tasks**

1. Collaborate with KRM staff and community members to coordinate and facilitate weekly Cultural Orientation sessions.
2. Work with KRM staff to provide and facilitate additional training, and educational opportunities for KRM clients.

3. Record and track weekly CO attendance through attendance lists and case notes; compile data for bi-yearly grant reports
4. Conduct CO assessments as needed and collaborate with agency staff to ensure all refugee clients receive CO assessments upon program completion
5. Adapt CO curriculum and presentation topics to address client needs
6. Provide classroom-based driving instruction, material, and educational opportunities.
7. Facilitate training and scheduling for permit and license testing
8. Participate in CO training opportunities as provided, and provide training and guidance for other KRM staff on CO program requirements

### **Job Requirements**

- Bachelor's degree or equivalent work experience
- Understanding of adult learning principles and instructional design
- Demonstrated cultural competence with experience working with refugees, immigrants, or limited English speakers
- Experience in developing and delivering training and providing technical assistance to service providers or staff
- Strong computer skills, maintaining detailed records to ensure program compliance
- The ability to create and maintain relationships with community partners

### **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 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 Afghan, Ukrainian, Cuban and Haitian entrants, and individuals from various countries who have been approved for, 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.

### **Work Arrangements**

- Currently, agency-wide work arrangements are hybrid, with a minimum in-office requirement of 60% of scheduled hours, or three days-a-week
- KRM staff are required to have proof of vaccination against COVID-19

## **Compensation and Benefits**

- Non-exempt position, 40 hours per week
- Pay based on background and experience, between \$22.00 and \$23.50/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 by email with a résumé and cover letter by Thursday, July 25, to—

Jonathan Kays  
ESL Coordinator  
Kentucky Refugee Ministries  
969-B Cherokee Road  
Louisville, KY 40204  
[jkays@kyrm.org](mailto:jkays@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.