

KRM is a refugee resettlement agency. We provide services to refugees to help them become self-sufficient, integrated members in the Lexington community. All of our intern positions operate within this context. Prior experience in a particular area is not required to participate in most roles.

To apply, please submit an [application](#), cover letter, and resume to [internships@krmlx.org](mailto:internships@krmlx.org) by the following dates:

For Spring internships: apply by Dec. 1st, Summer internships: April 1st, Fall internships: July 1st.

## Case Management Intern

Case management interns will support various case workers in providing and documenting client services as they adjust to their new life in the US. This position includes both office work and direct client support, including filing, scanning, scheduling, making home visits, and accompanying them to appointments. Interns will specialize in one of our many casework areas, including Initial Case Management, Preferred Communities, or Match Grant. Willingness and means to transport clients are preferred. 8-15 hours/week.  
**Relevant career paths: Social Work, Non-Profit Management, Intercultural Studies**

## ESL Education Intern

The English as a Second Language (ESL) Intern will execute program planning for in-person classes and online tutoring. The intern will observe certified ESL teachers and work together to achieve best practices for ESL education. Opportunities to lead group classes are available. Preparing and printing worksheets, basic lesson plans, and infographics will occur for each class. Availability Monday, Wednesday and/or Thursday mornings from 8:30-12 is required.  
**Relevant career paths: ESL Education, Adult Education, Intercultural Studies**

## Housing & Donations Intern

KRM provides eligible refugees with a furnished home upon their arrival to the US. This intern will gain operations experience by assisting the housing coordinator with housing acquisition, apartment set-up, and various projects for arriving clients. Communication skills will be developed while coordinating operations between the donations and housing teams. The intern can expect to have a research role or to lead a project that spans the semester. 10-12 hours per week.  
**Relevant career paths: Organizational Leadership, Project Management, Non-Profit Management**

## Community Health Intern

The intern will assist the Health Services Coordinator in managing healthcare for clients by scheduling medical appointments, coordinating medical transportation, and assisting clients in navigating medical facilities. The intern may assist in teaching classes about the healthcare system and mental health awareness. The intern will also review medical records and enter information into various programs used by the Health Services Coordinator. 6-10 hours/week  
**Relevant Career Paths: Health Education, Public Health, Pre-Med, Social Work**

## Employment & Self-Sufficiency Intern

Self-sufficiency interns will assist in developing programs to help clients attain employment and become financially self-sufficient. These programs may include: job readiness, skill building, youth employment, and management of cash assistance. Interns will help clients develop essential career and interviewing skills, budgets, and resumes. Networking with the community to build relationships with employment partners will occur. Willingness and means to transport clients are preferred. 6-12 hours/week.  
**Relevant career paths: Communications, Financial Advising, Community Development, Administration**

## Interpretation Services Intern

Interns who are fluent in either Spanish, Ukrainian, French, Swahili, Kinyarwanda, Haitian Creole or Arabic may help provide both verbal and written interpretation services. This internship provides a variety of experiences by being involved in all of KRM's programming. Opportunities to advance into a paid position are available during the internship.  
**Relevant career paths: Foreign Language, International Studies, Communications**

## Immigration Legal Intern

The immigration legal intern will help with administrative paperwork, such as archiving, scanning, filing and shredding old case files. Under the supervision of the legal caseworker, the legal intern will also close completed immigration cases and draft and mail letters to the clients, learning about different immigration processes from start to finish. The legal intern may also have the opportunity to conduct research for the lawyers' asylum cases as needed, exploring the current human's rights conditions in various countries. Strong computer skills with Adobe Acrobat and Microsoft Office preferred. 10-20 hours/week

**Relevant career paths:** *Political Science, Pre-Law, International Relations*

## Communications and Events Intern

This intern will assist KRM staff in planning and executing weekly classes and quarterly events. The intern will also help with media engagement and managing interpreters who translate multilingual classes. Opportunities to create and teach courses are available as well. Availability 8:30am-12pm on Fridays is preferred.

**Relevant career paths:** *Intercultural Studies, Communications, Non-Profit Management*

## Internship FAQs

**Q: Do I need to be a college student to become an intern?**

A: Not necessarily! We take individuals who want more experience before going into the workforce who are 16 years old and above.

**Q: What does the internship commitment entail?**

A: If you are offered and accept an internship, it is expected that you work consistent hours each week for a whole semester (Spring, Summer or Fall). Interns are welcome to continue past one semester if they finish in good standing. Currently, we do not offer virtual or hybrid internships, so the hours must be completed at the KRM Lexington office.

**Q: Do I need to have a car to be an intern?**

A: It is helpful but not required to have a reliable vehicle that can be used to transport clients. KRM reimburses interns for gas and mileage.

## Victim Advocate Intern

The victim advocate intern will work with KRM's Victim's Advocates to implement a program to assist refugees and underserved immigrants who are victims of crime. They will assist with outreach and communication tools to reach low-English proficiency individuals to understand their legal rights. Other duties include working with interpreters to help clients navigate the process of reporting crimes, networking with police, shelters, hospitals, accessing emergency resources, etc. Interns with Spanish fluency and ability to transport clients preferred. 10-20 hours/week.

**Relevant career paths:** *Social Work, Intercultural Studies, Political Science, Pre-Law, Health Education, Counseling*

## Youth Services Intern

The Youth Outreach intern will assist the Youth Services director with event planning, organizing documents, facilitating school enrollment, and making referrals to out-of-school programs. Involvement in community outreach will occur through event planning, networking with local schools, and recruiting eligible youth for KRM services. An ideal candidate has experience working with teenagers or educational systems, and can provide their own transportation. 8-12 hours/week.

**Relevant career paths:** *Community Development, Education, Non-Profit Management*

**Q: How are interns compensated for their work?**

A: Most of our internships are unpaid due to the nature of KRM's non-profit service. However, individuals may qualify for financial compensation through work-study or fellowship programs at your university. All interns are also provided opportunities to attend trainings that develop transferrable skills for a wide variety of careers.

**Q: Can I receive course or practicum credit by completing an internship?**

A: Yes! KRM is a well-respected partner of many local universities and is qualified to oversee internship and practicum field experiences for course credit.

## More Questions?

See our website at:

<https://kyrm.org/get-involved/careers/>

Or contact us at [internships@krmlx.org](mailto:internships@krmlx.org)

