



Kentucky Refugee Ministries Citizenship Instructor (part-time)

Summary

Kentucky Refugee Ministries (KRM) offers refugees and immigrants three Citizenship preparation classes a week in Louisville. Each class meets twice a week. Two of the classes meet in the evenings; one meets at midday.

The classes cover U.S. History and Civics and improving students' English skills and vocabulary in order to pass a U.S. Citizenship and Immigration Services (USCIS) naturalization interview. Citizenship classes are taught year-round in 12-week cycles, with week-long breaks between sessions. This schedule follows JCPS's break schedule and accounts for holidays.

Citizenship marks an important step for clients integrating into the Louisville community. U.S. Citizens are able to participate in political processes and have an expedited path to family reunification. Through naturalization, clients' sense of belonging and community involvement increases. Research shows a positive correlation between naturalization and economic indicators such as annual wage, home ownership, and career or educational investment. Further, citizens are entitled to full due process of rights and protections under the law.

The Citizenship Instructor will provide high-quality Citizenship preparation education in a multi-level off-site classroom. This position seeks individuals interested in improving refugee's well-being, self-sufficiency and sense of belonging in our community, as well as preparing them to exercise the rights and responsibilities of civic participation that come with naturalization. KRM's citizenship education is presented in a politically non-partisan manner.

Ideal candidates possess strong communication, organizational, and interpersonal skills, cross-cultural understanding, and a passion for teaching adults with English as a second language.

Essential Duties

This job posting is for instructors to teach the two evening citizenship classes:

Mondays and Wednesdays
6:30pm - 8:30pm
Americana World Community Center
4801 Southside Dr.
Louisville, Kentucky 40214

Tuesdays and Thursdays
6pm - 8pm
South Central Regional Library
7300 Jefferson Blvd
Louisville, KY 40219

Instructors will be paid for 8 hours per class - 4 hours for classroom instruction and 4 hours for preparation. Applicants can apply to teach one or both classes. However, there must be a commitment on the instructor's part to regular attendance during the four 12-week sessions.

The Citizenship Instructor will focus on the English and civics questions included in the USCIS naturalization interview. Successful applicants will receive curated materials and continued guidance by the Citizenship Coordinator as they develop their curriculum to suit clients' needs. Previous successful employees have been able to balance the workload and evening instructional hours with their pursuit of higher education degrees.

Responsibilities

- Disseminate accurate knowledge of the process to become a naturalized U.S. citizen, including the USCIS form N-400, "Application to Naturalize" and educational materials already curated by the Citizenship Coordinator
- Track student progress and maintain attendance sheets on class participants
- Adapt curriculum based on current students' needs to ensure students are able to succeed and naturalize within a reasonable period
- Refer prospective naturalization applicants to immigration legal services
- Connect students with community resources and services as needs arise
- Maintain communication with current and former class participants to track student progress and citizenship interview outcomes
- Report directly to the Citizenship Coordinator about class and student needs and progress
- Attend occasional meetings with the Citizenship Coordinator to better understand the USCIS naturalization process, improve curriculum, and stay informed on overall community needs

Job Requirements

- Strong communication and interpersonal skills
- Strong computer skills, including proficiency in Microsoft Suite and Google Suite
- Previous cross-cultural experience or experience in a multi-lingual environment is required, preferably in a social service or educational setting

Specialized Skills

- Classroom management skills, particularly ability to teach a multi-level class and limited-English-proficient clients
- Organized and detail-oriented
- Comfort working with clients of diverse nationalities, cultures, and abilities
- Demonstrated capability to effectively communicate orally and in writing
- Prior experience teaching ESL is preferred
- Ability to work well with a diverse group of staff and volunteers
- If interested in having classroom volunteers, the ability to provide lesson plans ahead of time, track their volunteer hours, and respond to volunteer emails and phone calls

Application Requirements:

- Resume or CV
- Cover letter explaining your interest in working with refugee and immigrant populations and how your experience will positively impact our clients
- Two references (academic or professional)

Agency Profile

A nonprofit organization founded in 1990, Kentucky Refugee Ministries (KRM) serves refugees and immigrants through offices in Louisville, Lexington and Covington.

KRM provides clients with comprehensive case management; coordination of medical and mental health care; employment services; youth services, from early childhood to college readiness; ESL and cultural orientation; legal services and citizenship education; advocacy for victims of crime; and arts and culture programming.

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

Position Status, Compensation and Benefits

- Part-time non-exempt position
- Pay rate: \$23.00/hour
- Reports to Citizenship Coordinator
- Pro-rated vacation, holidays, sick and personal days

Work Arrangements

- KRM staff are required to work at least 80% of scheduled hours, in-person, either in the office or the field, with remaining hours worked remotely

To Apply

Interested applicants should email a résumé, cover letter and two references by Monday, September 21st to—

Isabelle Saba
Citizenship Coordinator
Kentucky Refugee Ministries (KRM)
969-B Cherokee Road
Louisville, KY 40204
isaba@kyrm.org

Only applicants selected for an interview will be contacted.