



KRM Lexington Intern Opportunities – FALL 2018

KRM Lexington will host fall interns for 2018. Internships are unpaid, but may be for credit toward a degree, if applicable per your program. Interns must commit to a minimum of 8 hours per week, for a minimum duration of 6 weeks, or a minimum total of 80 hours. Start and end dates are flexible. Internships may be limited to one program area or they may span multiple program areas depending on the intern's interests/availability and agency needs. Interns must be: 1) committed to helping KRM clients receive the best possible services, 2) comfortable working with clients and staff of diverse backgrounds, and 3) able to work well as part of a team, yet complete tasks independently at the request of the supervisor. Language skills are preferred for some positions, but not required. Swahili, Kinyarwanda, Nepali, Ukrainian, Arabic, French, or Spanish skills would be most useful.

To apply, interns must submit a completed Intern Application, Resume, and Background Check prior to interviewing for the position. Application documents are available online at KRM's Careers and Internships page on kyrm.org/careers. Submit completed application materials to internships@krmlx.org.

Communications and Fundraising Intern

Days/Times: Flexible hours during the week 8am-4pm (may include some evenings or weekends for special events)

Description:

In coordination with and the oversight of the communications and grants coordinator, this individual will help to generate content for the KRM website, assist in advertising campaigns, and help with fundraising, event planning, donations management. Applicants must be strong writers, self-directed, culturally competent, and have excellent customer service skills.

Match Grant Intern

Days/Times: 8+ hours/week, flexible days and times during business hours

Description:

Will support the Match Grant Coordinator in providing and documenting services to clients seeking early self-sufficiency after their arrival in the US. This position will include both office admin support and direct client support, potentially including budgeting sessions, helping clients with job applications/resumes, driving clients to appointments (if possible), and English tutoring with individual clients or families. Office support will include planning, reporting, preparing documentation of the program in support of the staff.

Health Education Intern

Days/Times: 8 hours/week, afternoons preferred

Description:

The health education intern will report to the Mental Health Coordinator. They will be responsible for teaching teach 1-2 weekly health and health system education classes based on a prepared curriculum. Additionally, the health education intern may take on tasks such as assisting clients with understanding medical bills, communicating with health insurance agencies and planning possible workshops on health related topics. Ideal candidates for this position should have some experience with disseminating basic health information or experience in the area of adult education. Public health or health education majors preferred.

Employment Intern

Days/Times: Flexible, 2-3 days 8am-4pm

Description:

Employment intern will have the opportunity to assist in the development of programs to help refugee clients attain employment, programs include: job readiness, computer literacy, youth employment, essential skill development, and others that involve technology. Additionally, intern will have the opportunity to work directly with clients to help them find job opportunities by working on job application, resume development, and networking with the community to build relationships. Hours and days are flexible and can accommodate intern's schedule.

Volunteer Coordination Intern

Days/Times: Flexible, 2-3 days 8am-4pm with occasional hours from 5-7pm

Description:

Will support the Volunteer Coordinator in recruiting, screening, training, and matching volunteers with appropriate service opportunities. This individual will also have the opportunity to assist in the development of resources supporting the Volunteer Coordinator, such as implementing a new volunteer management system, and updating materials to present at volunteer orientations. Requires outstanding organizational skills, strong computer/software/database skills, an interest in non-profit organizational management, strong interpersonal and communication skills, and ability to work well with people of diverse cultural backgrounds.

ESL & Cultural Orientation Intern

Days/Times: M-F 8:30am-12:30pm

Description:

The ESL intern will assist our teachers in providing English language instruction to students at varying levels of language ability. He or she will help prepare and contribute ideas for materials and activities for classes and work to keep the classroom environment organized and inviting to English language learners. Most importantly, the intern will be present during classes to allow for more one-on-one and small group interaction with students, especially those at the very beginning levels of reading, writing, and speaking. During these interactions, the intern will help assess the abilities of each learner, considering their strengths and needs according to their previous educational experiences and the languages they currently use. Previous teaching experience, especially at the pre-reading level, is very helpful. The intern will also assist with logistics of Friday morning Cultural Orientation classes, including cultural adaptation and identifying challenges for the future. He or she must help with administering CO assessments on an as-needed basis (~ 15 min/client, can be scheduled during the week). The intern will also be responsible for assisting to edit existing PowerPoint presentations and developing new topic presentations. This individual may be asked to perform other tasks which include anything from contacting.

Immigration Intern

Days/Times: Flexible hours during the week (8am to 4pm)

Description:

Immigration Intern will assist staff attorney and legal caseworker with administrative duties such as scanning, copying, filing, and letter writing. Immigration Intern will also be able to observe client interviews and the completion of immigration applications for permanent residency, citizenship, family reunification, and other forms of humanitarian relief. Immigration Intern may also assist with outreach about our immigration services. Immigration Intern may also be asked to conduct legal research and writing on immigration law topics as well as other duties as assigned.