



Kentucky Refugee Ministries, Lexington Community Engagement Coordinator (full-time)

The Community Engagement Coordinator will promote community awareness and understanding of refugee resettlement and other issues important to KRM and its clients; create communication materials for advocacy, reporting, and fundraising; operate KRM Lexington’s social media accounts; and help with event planning for special events such as fundraisers, educational and cultural events, and advocacy days. This position will report to, and receive guidance from, the KRM Lexington Director, and will work with staff across all programs to highlight and support their programs.

Essential Duties

Public Information and Advocacy

- Speak with a variety of groups to inform and promote understanding of (and participation in) KRM programs. May include faith-based groups, college classes, clubs, community groups, schools, etc. This responsibility is shared among several of the staff.
- “Table” at fairs or events highlighting non-profits in the community; engage with participants who want to learn more about KRM and refugee resettlement, answer questions, assist people to sign up for volunteer opportunities, newsletter sign-ups, or other follow-up. This responsibility is shared among several of the staff.

Special Events

- Represent KRM in planning and coordination for events with community partners, such as World Refugee Day Summit (with the Lexington Public Library), “lunch and learn” sessions, fundraisers with local businesses, and other advocacy and special events with state and local partners.
- Help plan and organize fundraiser events.
- Help with online campaigns such as the annual Good Giving Challenge.
- Coordinate annual Community Partner Appreciation Breakfast.

Co-sponsor Development

- Identify groups to co-sponsor specific client families with KRM.

- Train co-sponsor groups to prepare them for the role.
- Help promote smooth communication and mutual understanding among co-sponsor groups, case workers, and other staff assisting clients as a team.

Communications

- Create materials for in-person, print, and electronic use, including social media posts, flyers, client stories, website content, event programs, etc. Incorporate text, photo, video, and audio material effectively.
- Collaborate with staff to plan content based on events, program highlights, client stories, and advocacy efforts.
- Request referrals from staff for client stories, interview clients, and write spotlights stories to be showcased in various KRM outlets.
- Manage KRM Lexington’s social media accounts as well as ongoing agency website content updates for Lexington, including changes to events calendars, blog posts, staff lists, and career openings (most website content is managed in Louisville for the agency as a whole, but Lexington and Louisville maintain separate social media accounts to better target local audiences in each place).
- Produce email newsletters for constituents.
- Work with KRM/Louisville HQ staff on an annual report to highlight stories and impact of Lexington programming.

Agency Profile

Founded in 1990 as a nonprofit agency, KRM is a local affiliate the national network of agencies authorized to provide resettlement services to refugees admitted to the United States through the State Department’s Refugee Admissions Program. The KRM Lexington sub-office opened in 1998 and currently receives refugee arrivals from Afghanistan, Burundi, DR Congo, Iraq, and Ukraine.

KRM secures housing and medical care for refugees and provides them with comprehensive case management, employment services, English Language Training and cultural orientation, and various specialized programs. KRM also offers citizenship classes for refugees and immigrants preparing to apply for U.S. citizenship and comprehensive immigration legal services.

Job Requirements

- Computer skills including ability to learn new software; familiarity with special applications such as WordPress and Canva (or similar) preferred
- Photography/videography skills required (need not be professional, can be a self-taught/informal skill)

- Ability to work with clients and staff of diverse nationalities, religions, languages, and cultures
- Public speaking ability/experience
- Outstanding English writing skills
- Ability to speak or write in an additional language would also be beneficial
- Excellent interpersonal skills and ability to communicate clearly and effectively with clients, partners, and staff
- Commitment to diversity and social justice

Additional Job Information

This job is full-time and offers medical/dental/vision/life insurance, paid vacation/holidays/sick and personal days. Position is based in Lexington, KY with occasional travel to document client stories in nearby counties, or training or meetings in Louisville. Duties will be conducted primarily during normal business hours, but occasional evenings or weekends will be required for speaking engagements and special events.

To Apply

Submit a résumé and cover letter by 5pm on January 18, 2019 to:

Mary Cobb
KRM Lexington Director
mcobb@krmllex.org