



## **Kentucky Refugee Ministries/Lexington Youth Services Coordinator (full-time)**

The KRM Lexington Youth Services Coordinator will be instrumental in the development and delivery of youth-focused programming to meet the needs of KRM clients in central Kentucky. Most KRM clients are refugees who have been in the US for less than 5 years, though some of grants allow programming to be open to a broader group of immigrants. The basic responsibilities of this position will include implementing/overseeing ongoing youth services activities as well as designing and facilitating new programs. The Coordinator will also have some grant-writing and budgeting duties, will develop curricula, and will seek and maintain enhanced partnerships with local schools, libraries, and community-based youth-serving agencies. Overall, this position will require a mix of social skills, cultural humility, budgeting and record-keeping/documentation skills, and excellent writing skills.

### **Essential Duties**

The Coordinator will carry out the following activities:

- Design and facilitate the implementation of youth-focused programs, including after-school programming, summer activities, and programs for young adults. This will include a range of academic, English-learning, sports, arts, cultural, and youth development programming.
- Develop curricula and supervise program activities, classes, mentoring relationships, and camps.
- Evaluate, report and provide updates on program development and progress.
- Help obtain and manage grant funding to support programs.
- Establish/maintain relationships with, and serve as a resource to, partner organizations, local schools, teachers and counselors.
- Deliver training to other providers in various aspects of cultural competence relevant to our clients, as requested.
- Manage event and program coordination, scheduling, and logistics.
- Help to recruit, train, and supervise program mentors, interns, and volunteers.

## **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 legally admitted to the United States through the State Department's Refugee Admissions Program. The KRM Lexington sub-office opened in 1998. In recent years, KRM has served clients originating from Afghanistan, Bhutan, Burma, Burundi, Congo, Cuba, Iraq, Rwanda, Syria, Uganda, and Ukraine.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ELT and cultural orientation, and various specialized programs. In addition to refugee resettlement, KRM also offers various grant-funded programming (citizenship classes, immigration legal services, ACT test preparation classes, victims advocacy program) to a broader range of clients including non-refugees. With clients and staff from a variety of backgrounds, KRM does not engage in religious activities or messaging, and proudly serves clients regardless of religion, race, ethnicity, gender, gender identity, or sexual orientation.

## **Requirements**

- Experience working directly with youth and families required.
- Experience with program design and curriculum development preferred.
- Grant writing or fundraising experience desired.
- Self-motivated, able to initiate and follow-through with ideas and tasks.
- Good office and organizational skills are a must.
- Ability to work with clients and staff of diverse nationalities, religions, languages, and cultures.
- Passion for serving limited-English-proficient clients and helping them obtain needed services.
- Outstanding English communication skills (written and verbal); additional language skills would also be beneficial.
- Excellent interpersonal skills and ability to communicate clearly and effectively with clients, staff, and community partners.
- Strong attention to detail and ability to provide clear documentation of services through case notes, reports, participation rosters, files etc.
- Team orientation and ability to work in coordination with agency resettlement staff.

### **Additional Job Information**

This job is full-time (40 hours/week) and offers medical/dental/vision/life insurance, paid vacation/holidays/sick and personal days. The position is based in Lexington, KY with some activities in surrounding counties. Duties will be conducted primarily during normal business hours, but some evenings or weekends will be required (flexible scheduling is available during such times). A driver's license and the ability to drive and transport clients in KRM's 15-passenger van is strongly preferred.

### **Application Instructions**

To apply, please send cover letter and resume to Mary Cobb at [mcobb@krmllex.org](mailto:mcobb@krmllex.org) with the subject line "Youth Services" no later than 5pm on January 16, 2019.