



Kentucky Refugee Ministries, Louisville Volunteer and Events VISTA (full-time)

Summary

The Volunteer Events VISTA is a full-time opportunity through the Corporation for National Community Service's AmeriCorps VISTA program. Kentucky Refugee Ministries (KRM) serves as the site placement for this paid, one-year service opportunity.

The goal of this VISTA position is to build KRM's ability to ensure refugee newcomers in the Louisville Metro Area receive the services and support they need by sustaining and growing 1) volunteer engagement and retention and 2) community engagement through volunteer management at events. The programs and services offered to refugees and immigrants empower them to work towards self-sufficiency. The VISTA's role in volunteer management ensures that volunteers can engage with KRM's various programs areas (e.g., initial resettlement, long-term integration support, and immigration legal services). As a result of volunteer support, the VISTA will directly build and sustain the agency's capacity to alleviate poverty and empower the refugee and immigrant population in the Louisville Metro Area.

This VISTA member will collaborate with other community engagement and development team members at KRM, including another AmeriCorps VISTA member.

This is a full-time, year-long service term. The position's start date—as early as September 3, 2019—is contingent on the applicant's successful AmeriCorps VISTA application.

Essential Duties and Tasks

- Assess the needs of the agency and how volunteers can best be utilized
- Hold a monthly orientation for new volunteers
- Track volunteer hours monthly
- Follow up with volunteers in a timely manner
- Communicate with volunteers through emails, phone and personal contact
- Coordinate the Volunteer Advisory Council with the Community Engagement and Development Specialist
- Facilitate volunteer appreciation and training
- Collaborate with community supporters and staff to set up outreach events
- Work collaboratively with staff at KRM on outreach and volunteer programs

Volunteer Management

1. Respond to emails, phone calls, and in-person volunteer requests in a timely manner
2. Maintain volunteer service descriptions for each volunteer assignment
3. Respond to volunteer questions and concerns
4. Coordinate volunteers for special events and provide clear instructions for their roles
5. Organize and participate in volunteer recognition programs and special events
6. Author bi-weekly email newsletter, "Volunteer Minute"
7. Evaluate volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate
8. Perform as co-organizer for the Volunteer Advisory Council

Outreach and Events

1. Present to student groups, companies, and community organizations about the agency's clients and services
2. Hold monthly orientations for 20-30 new volunteer attendees
3. Identify community outreach opportunities such as fairs, festivals, local markets and organizations
4. Collaborate with staff to supply volunteers for various KRM events
5. Author written communications such as letters or instructions as appropriate
6. Organizing and coordinating community events and fundraisers throughout the year as part of a team. (e.g. , Global Gourmet, KRM Live, KRM Thanksgiving, World Refugee Day)

Data Collection and Analysis

1. Collect and maintain accurate records of volunteer hours and active programs
2. Collect feedback from volunteers and staff regarding their experience
3. Enter data into volunteer database
4. Generate reports as needed for various grants
5. Create lists of volunteers by category (hours served, program, zip code, etc.) as needed
6. Remain current in general office technology and train volunteers to use office and specialized equipment when appropriate

Service Learning Group Coordination

1. Coordinate schedules for service learning groups visiting KRM that fit the needs of the group as well as the agency
2. Provide on-site training for service-learning volunteers
3. Inform and collaborate with staff on group service schedules

Requirements

- Bachelor's degree.
- Organized, personable, collegial, and professional.
- Strong computer skills, including experience in MS Office (Word and Excel).
- Strong outreach skills; ability and/or openness to connect with diverse types of people and organizations: schools, businesses, faith organizations, etc.

Specialized Skills

- Team-oriented; ability to work in coordination and close collaboration with program and agency staff.
- Ability to work with people of diverse nationalities and cultures.
- Detail-oriented and strong record-keeping skills.
- Self-motivated; ability to work independently, manage own schedule, and to take initiative.
- Demonstrated capability to effectively communicate orally and in writing.

Agency Profile

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service, one of nine national voluntary agencies authorized to provide resettlement services to refugees legally admitted to the United States through the State Department's Refugee Admissions Program. Currently, KRM's Louisville office currently receives 330 newly-arrived refugees a year. KRM's Lexington office, opened in 1995, receives over 200 refugee arrivals a year.

KRM Louisville also currently serves 300 recently-arrived Cuban immigrants a year, as well as small number of individuals from various countries who have been approved for asylum and those applying for asylum.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for refugee youth and elders and the arts. KRM also offers citizenship classes for refugees and immigrants preparing to apply for U.S. citizenship. KRM's Louisville office has an immigration legal services office with six full-time staff, including three attorneys, who provide a services to immigrants of all statuses.

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

Compensation and Benefits

This is a 40-hour-a-week position employed by the Corporation for National Community Service (CNCS) under the AmeriCorps VISTA program. Kentucky Refugee Ministries (KRM) serves as the site placement for this VISTA position. Training, housing and living allowances are available and paid by CNCS. The choice of Education Award or End of Service Stipend is available through CNCS. An additional KRM living stipend is available.

To Apply

Applicants need to complete a two-part application process:

1. Apply to the following listing on the online portal for the Corporation for National and Community Service. Please note: the application is not complete until it includes two submitted online references.
<https://my.americorps.gov/mp/listing/viewListing.do?id=89766>
2. Apply to KRM by emailing a resume and cover letter to Christine Gosney, Grants & Communications Manager, at cgosney@kyrm.org. Indicate a) when you completed your CNCS online application and b) how/where you learned of this opportunity.

Date Posted: Friday, June 7, 2019. Applications will be accepted until position is filled.