



Kentucky Refugee Ministries, Louisville
Citizenship Instructor (part-time, 10 hours per week)

Summary

KRM enrolls over 300 students per year in Citizenship Preparation classes. Students learn about U.S. History and Civics and improve English skills and vocabulary in order to pass a U.S. Citizenship and Immigration Services (USCIS) Naturalization Interview. On average, 100-150 students successfully complete this process every year and become citizens. Citizenship classes are taught year-round and in 12-week cycles.

Citizenship marks an important step for clients integrating into the Louisville community. U.S. Citizens are able to vote, can carry a U.S. Passport, and have an expedited path to family reunification. The sense of belonging and community involvement is increased, and research shows a positive correlation between naturalization and economic indicators such as annual wage, home ownership, and career or educational investment.

The Citizenship Instructor provides high-quality Citizenship Preparation education in a multilevel off-site classroom. In addition to teaching, this position involves conducting outreach, collecting student data for reports, conducting English placement tests, and managing relations with the citizenship class site. The Citizenship Instructor also works closely with volunteers who assist with class lessons, work with students outside of class, and offer childcare in some class locations. Due to the many moving pieces in each citizenship class, strong communication and organizational skills are a must.

Essential Duties

The Citizenship Instructor will teach one class, two evenings a week, focusing on the English and civics questions included in the USCIS naturalization interview:

Tuesdays and Thursdays 6:00-8:00pm
South Central Regional Library
7300 Jefferson Blvd, Louisville KY 40219

Teaching Responsibilities

- Disseminate accurate knowledge of the process to become a naturalized U.S. citizen, including the USCIS form N-400, "Application to Naturalize."
- Track student progress and maintain program enrollment data on class participants.

- Adapt curriculum based on current students' needs to ensure students are able to succeed and naturalize within a reasonable time period.
- Refer prospective naturalization applicants to immigration legal services.
- Connect students with community resources and services as needs arise.
- Work with classroom volunteer tutors, childcare volunteers, and interns to provide individual and small group citizenship preparation.

Administrative Tasks

- Conduct and track BEST Plus English tests for students on regular basis.
- Participate in class outreach, advertisement, and student recruitment.
- Assist in preparing regular narrative and program data reports.
- Maintain communication with current and former class participants to track student progress and citizenship interview outcomes
- Communicate with other teaching staff about class and student needs and progress.
- Provide training materials for volunteers and schedule in-person training as requested.
- Connect volunteers with individual students, small groups or classrooms as necessary.
- Respond to emails and phone calls from volunteers, assisting with specific lesson plans or materials needed, as well as general information requests.

Job Requirements

- One year experience teaching ESL or citizenship to adults is required.
- Bachelor's or Masters' degree.
- Strong computer skills, including proficiency in MS Excel
- Previous cross-cultural experience 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
- Ability to supervise volunteers in classroom and in individual tutoring arrangements to ensure effective teaching methods
- Organized and detail-oriented
- Comfort working with clients of diverse nationalities, cultures, and abilities
- Strong interpersonal skills; ability to connect with diverse types of organizations: schools, businesses, government, faith organizations, etc.
- Demonstrated capability to effectively communicate orally and in writing
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a variety of tasks, projects, and responsibilities

- Ability to work productively in an ever-changing environment with frequent interruptions

Agency Profile

Founded in 1990 as a nonprofit agency, Kentucky Refugee Ministries is a local affiliate of Church World Service, one of nine national voluntary agencies authorized to provide resettlement services to individuals legally admitted to the United States through the U.S. State Department's Refugee Admissions Program.

KRM is also authorized to assist Cubans immigrants who are paroled into the U.S. KRM's Louisville office currently receives around 300 refugee and 200 Cuban arrivals a year.

KRM's immigration legal services office assists clients of all immigration status, including any legal permanent resident seeking naturalization legal services.

Kentucky Refugee Ministries secures housing and medical care for refugees and provides them with comprehensive case management including employment services, educational and cultural orientation programming, and specialized programs for refugee youth and elders.

Salary and Benefits

This is a part-time position without benefits. Pay is commensurate with experience and background.

To Apply

Interested applicants should email a résumé and cover letter to—

John Koehlinger
Executive Director
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville KY 40204
jkoehlinger@kyrm.org

The position will remain posted until filled.

Date posted: December 9, 2019