



Kentucky Refugee Ministries, Louisville
AmeriCorps VISTA Cultural Exchange and Mentoring Coordinator (full-time)

The overall goal for the AmeriCorps VISTA Cultural Exchange and Mentoring Coordinator is to build KRM's capacity to develop and refine cultural exchange and mentoring programs for newly-arrived refugees in need of social support. The primary goal for the project is to continue to grow the cultural exchange and mentoring programming for refugees in need of social support and to work with agency staff to ensure that the mentor programs will remain sustainable after the VISTA volunteer's term is completed. This will entail the following: outreach to increase culturally competent mentorship, evaluation of the programs' placement process to improve the quality of mentor/mentee matches, implementation of evaluation tools to measure positive program outcomes, creation and implementation of professional development opportunities for mentors, and, in conjunction with KRM staff, development of a plan for the continuation of the programs past the end of the VISTA volunteer's term.

This is a full-time, year-long volunteer position through the AmeriCorps VISTA program. The projected service dates are June 10, 2020, through June 11, 2021. The position is contingent on acceptance into the AmeriCorps VISTA program, and the service start date is dependent on the AmeriCorps VISTA's Pre-Service Orientation dates for new VISTA members.

Essential Duties and Tasks

- Work collaboratively with staff to identify possible program participants.
- Plan and facilitate volunteer cultural exchange and mentorship program orientations and trainings.
- Place cultural exchange and mentorship program volunteers with refugee clients on an ongoing basis, within four weeks of orientation (if possible). Support pairings in setting program goals.
- Conduct monthly check-in with each volunteer/client pairing.
- Track, quantify and summarize participant engagement and progress towards shared goals and program outcomes.
- Support staff in grant writing and reporting for program support directly related to their work in this position.
- Plan and execute professional development opportunities for mentors/cultural exchange volunteers and provide volunteers with ongoing support.
- Actively engage with ethnic community-based organizations and other local professional organizations to create culturally competent training materials for volunteers.
- Conduct annual comprehensive survey with program participants and volunteers.

Job Requirements

- College degree required.
- Strong computer skills, including proficiency in MS Word and Excel.
- Previous cross-cultural experience in a social service, development or educational setting preferred.
- Job will be primarily during normal business hours, though some evening/weekend hours may be needed.
- Access to reliable transportation required.

Specialized Skills

- Strong organizational skills; ability to compile and synthesize information from multiple sources.
- Excellent time management skills and ability to prioritize tasks.
- Comfort with servicing limited-English-proficient clients and utilizing bilingual interpreters.
- Strong detail orientation and ability to create practical action plans.
- Team-orientation; ability to work in coordination with agency resettlement staff.
- Strong outreach skills; ability to network with a wide range of service providers and community partners.
- Patience and strong commitment to client care, while at the same time adhering to agency mission of promoting client self-sufficiency.
- Ability to take initiative and work independently with supportive supervision.

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 400 refugee and 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. There is no religious messaging associated with KRM's services.

Salary and Benefits

This position is funded by and paid by the AmeriCorps VISTA program. Benefits are provided through AmeriCorps and include medical insurance, a monthly stipend and End of Service Stipend/Educational award are available through AmeriCorps. KRM may also provide a housing allowance for applicants.

To Apply

Applicants must apply to both AmeriCorps VISTA and to KRM.

To apply directly to the AmeriCorps VISTA program, applicants must submit an application through the Center for National Community Service (CNCS). Application instructions can be found at the following website:

<https://www.nationalservice.gov/programs/ameriCorps/ameriCorpsvista>.

To apply to KRM, please email a résumé and cover letter to:

Adrienne Eisenmenger
Family & Youth Services Manager/ Program Leader
Kentucky Refugee Ministries
Email: aeisenmenger@kyrm.org

Those who have previously applied for a position at KRM are eligible to reapply. Only applicants selected for an interview will be contacted.

Date Posted: March 19, 2020

Close Date: April 17, 2020