



## **Kentucky Refugee Ministries, Louisville Citizenship Coordinator (30 hours per week)**

### **Summary**

Currently, KRM enrolls over 150 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.

Citizenship marks an important step for clients integrating into the Louisville and Lexington communities. U.S. Citizens are able to vote, can carry a U.S. Passport, and have an expedited path to family reunification. Their 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 Coordinator ensures provision of high-quality Citizenship Preparation education in several multilevel off-site classrooms in Louisville and Lexington. Two of the Louisville classes are taught directly by the Citizenship Coordinator. The Coordinator also works with other Citizenship Preparation teaching staff, Immigration Legal Services staff, volunteers, and other community and agency partners to coordinate outreach and civic education, collect program data for grant reports, and provide case management for individual clients as necessary. Teaching, reporting, outreach and administrative duties are outlined below.

Currently, all classes are offered online via Zoom. At some future date, conditional on a substantial reduction in community COVID exposure risk, KRM's Citizenship program may transition to a hybrid of online and in-person classes, or all in-person instruction.

### **Essential Duties and Tasks**

1. Teach citizenship preparation classes focusing on the English and civics questions included in the USCIS naturalization interview. Morning, afternoon and evening classes are offered.
2. Manage student enrollment and placement in the classes
3. Manage volunteer and intern placement as in-class help, and one-on-one tutors
4. Manage grant reporting and application process
5. Create comprehensive plan for program outreach
6. Facilitate program administration, including program oversight, collaboration with teaching and legal staff in Louisville and Lexington, and other practical concerns

## Teaching

- Disseminate accurate knowledge of the process to become a naturalized U.S. citizen, including the USCIS form N-400, "Application to Naturalize"
- Teach weekly citizenship preparation classes focusing on the English and civics questions included in the USCIS naturalization interview
- Track student progress and maintain program enrollment data on all participants, including referral to immigration legal services and participation in case management as necessary
- Adapt program and curriculum based on students' needs to ensure students are able to succeed and naturalize within a reasonable time period
- Refer prospective naturalization applicants to immigration legal services
- Administer formal and informal assessment tools, including BEST Plus English language test, for student intake and placement and to monitor student progress
- Manage relations with citizenship classroom sites, coordinate classroom space, train and supervise program volunteers and interns, ensure that students are provided with appropriate educational materials

## Reporting

1. Prepare quarterly and trimester narrative and data program reports for all grants and partners
2. Ensure all grant requirements are met, and train staff to follow grant guidelines so that grant funding is properly spent, accurate data is compiled, and program maintains compliance
3. Track current progress towards program goals, and share information with other agency staff
4. Coordinate grant re-application process as necessary, write yearly service plan, consult on budget preparation, and seek alternate resources and grant funding as appropriate

## Outreach

- Conduct outreach to refugee communities and ethnic community-based organizations to promote naturalization, citizenship education, and civic engagement
- Maintain online profiles and contacts with partner agencies, and keep current with Louisville and Lexington's international populations and neighborhoods for outreach purposes
- Collaborate with Communications Manager to create Citizenship promotional materials
- Give presentations at KRM and for the larger community about the Citizenship Education program

- Participate in citizenship and agency outreach events
- Continue to develop outreach plan with creative solutions to increase program exposure and reach underserved immigrant groups
- Provide assistance to community partners in need of Citizenship information and education, Target partners include ESL providers, faith-based groups, local state and federal government agencies, and other partner agencies which provide services to refugees and immigrants.

#### Administrative Tasks

- Assess Citizenship program needs, and coordinate joint planning with all Louisville and Lexington Citizenship teaching staff, Immigration Legal Services staff, and Services to Older Refugees staff
- Coordinate, train and assist teachers for other classroom sites. Pre-COVID, there were five Louisville classes: two at Americana World Community Center, one at the South Central Regional Library, Newburg Public Library and one at the Iroquois Public Library. Two classes are taught in Lexington.
- Assist other teachers with BEST Plus English testing needs. Purchase and distribute BEST Plus administrations as necessary.
- Plan and promote training opportunities for staff and volunteers as applicable
- Connect with immigration legal services providers to stay up-to-date regarding citizenship interview process, and refer prospective naturalization applicants to immigration legal services
- Consult with teachers and legal staff about specific clients as necessary, creating individualized case management plans to ensure client success
- Engage closely with Lexington Citizenship program staff, providing technical assistance as necessary
- Monitor inventory of textbooks and other supplies, physical and digital filing systems, and other practical resources used in teaching and administrative tasks

#### **Job Requirements**

- Minimum of one year experience teaching ESL or citizenship to adults
- Bachelor's or Masters' degree.
- Strong computer skills, including proficiency in MS Excel
- Previous cross-cultural experience required, preferably in a social service, development or educational setting

## **Specialized Skills**

- Educational leadership and teaching experience needed to maintain a dynamic, interactive citizenship curriculum that is relevant to immigrants' needs, experience and understanding
- Ability to work with populations diverse in background, education level, English ability, and familiarity with immigration and citizenship processes
- Classroom management skills, particularly ability to teach a multi-level class and limited-English-proficient clients
- Ability to supervise citizenship instructors to ensure effective teaching methods and classroom management
- Ability to integrate volunteers into program to improve educational outreach and effectiveness of instruction
- Organized and strong attention to detail
- Strong outreach skills; ability to connect with diverse types of organizations: schools, community service providers, businesses, government, faith organizations, etc.
- Demonstrated capability to effectively communicate orally and in writing
- Ability to work both independently and as a member of a larger staff team
- Ability to effectively manage a variety of tasks, projects, and responsibilities

## **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 admitted to the United States through the State Department's Refugee Admissions Program (USRAP).

KRM Louisville also currently serves a sizeable number of recently-arrived Cuban migrants, 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, elders and the arts. KRM also offers classes for refugees and immigrants preparing to apply to become naturalized U.S. citizens. 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 legal statuses.

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

## **Compensation and Benefits**

This is a full-time position of 30 hours a week. Pay rate is commensurate with experience and background. Paid holidays, vacation, sick and personal days are provided on a pro-rated basis after a 90-day introductory period. The position is eligible for medical, dental and vision insurance.

## **To Apply**

Interested applicants should email a résumé and cover letter by Wednesday, March 17, to—

John Koehlinger  
Executive Director  
Kentucky Refugee Ministries  
969-B Cherokee Road  
Louisville, KY 40204  
[jkoehlinger@kyrm.org](mailto:jkoehlinger@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.