



Kentucky Refugee Ministries, Louisville
Rise Up Educational Access Coordinator (Full-time)

Summary

As part of the Family and Youth Services staff, the Rise Up Educational Access Coordinator will provide educational case management services and implement college and career readiness and other out-of-school-time programming for youth and young adult refugees and immigrants, including the Rise Up Mentor Program. Responsibilities include meeting with young adults on an ongoing basis, creating individualized client case plans, equipping clients to access available community resources, coordinating the Rise Up Mentor Program and planning and implementing workshops, college visits, and other out-of-school time programming that will empower clients to pursue their academic and vocational goals while supporting their psychosocial development.

Kentucky Refugee Ministries (KRM) Family and Youth Services Program works with approximately 100-150 high-school-aged youth and young adults each year. Clients have varying levels of English proficiency—some speaking little or no English—and diverse educational and cultural backgrounds. Once in Louisville, young adults are eager for guidance in pursuing additional education. Most young adults face barriers that prevent them from accessing the education that they seek. Some of these barriers are a lack of knowledge and understanding of available academic services. Another barrier is the cost of education and the misperception that higher education is unaffordable. They also have financial needs that require them to work. The role of the Rise Up Educational Access Coordinator is to help educate, advocate, and encourage young adults as they overcome these barriers. The Rise Up Program provides comprehensive educational and career support services for those ages 15-24 years old as well as engagement in youth/youth adult programming throughout the year. These services include educational case management, college exploration, educational workshops, out-of-school-time programming and mentorship. The goal of the program is to promote positive civic and social engagement and support individual educational and vocational attainment while providing opportunities for youth to connect with each other and learn together.

Apart from the Rise Up Mentor Program, other Rise Up out-of-school-time programming includes the following offerings: Super Saturday College and Career Readiness Program, Teen Connect Program, and the Teen Boost Summer Program. The Super Saturday College and Career Readiness Program is a monthly opportunity for students to engage with a local college or university on a campus tour, learn about the application process, and become more acquainted with college expectations and norms through workshops and educational activities that support their transition from high school to secondary education. The Teen Connect Program is a monthly event, designed to provide youth and young adult students space to connect and build community through games, educational activities, and arts engagement. The Teen Boost Summer Program is a six-week academic and psychosocial program for high school-

aged refugee students that provides a safe environment for youth to sustain and advance their language acquisition and a space for them to build meaningful community with peers and educators. Currently, most of this programming is operating virtually.

Essential Duties and Tasks

With supervision from the Family and Youth Services Manager, the Rise Up Educational Access Coordinator will carry out the following activities:

- Maintain an up-to-date database of young adult refugee and immigrant arrivals and current Rise Up participants
- Meet with newly arriving clients to increase awareness of programming resources
- Work collaboratively with clients to provide educational case management, including the development and implementation of participant-driven, case plans for attaining individualized educational and vocational goals
- Maintain records of current participants and track their progress toward achieving their goals in online databases
- Assist participants in connecting with available community resources and maintain strong working relationships with community partners
- Coordinate the Rise Up Mentor Program, including training volunteers, connecting youth and young adults with the program, and matching students with volunteers
- Plan and implement other out-of-school time programming for clients including the Super Saturday College and Career Readiness Program, Teen Connect Program, and Teen Boost Summer Program
- Track Rise Up program activities and outcomes and maintain communication with families and volunteers on an ongoing basis in order to evaluate program success and survey the needs and interests of current clients
- Work collaboratively with the Family and Youth Services Manager on grant proposals, service plans and reporting for Rise Up programming
- Seek out and attends professional development opportunities to learn best practices in young adult education for English Language Learners in order to provide relevant services to youth and young adult clients
- Plan regularly with staff and participate in bi-monthly Family and Youth Services department meetings and activities

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.

In addition to refugees, KRM Louisville also currently serves Cuban immigrants, as well as a small number of individuals from various countries who have been approved for asylum, are applying for asylum, or are otherwise resident in Kentucky.

KRM secures housing and medical care for clients and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for immigrant youth and elders, victims of crime, as well as arts and culture programming. The agency also offers citizenship classes for legal permanent

residents preparing to apply for U.S. citizenship. KRM's Louisville office has an immigration legal services team who provide services to immigrants of all statuses.

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

Job Requirements

- College degree required
- Previous cross-cultural experience required, preferably in a social service or educational setting
- Strong computer skills; including proficiency in MS Excel, Word and Google Suite
- Possesses reliable transportation to transport clients/ perform offsite duties as needed
- Experience working with youth required
- Teaching experience and previous cross-cultural experience preferred, particularly in a social service or educational setting

Specialized Skills

- Ability to work with clients and staff of diverse nationalities, religions, languages, and cultures
- Passion for serving limited-English-proficient clients, particularly youth and young adults, and helping them obtain needed services
- Strong presentation, oral and written communication skills
- Self-motivated; ability to develop and implement new and innovative projects
- Organized and detail-oriented; capacity to provide clear documentation of services
- Team-orientation; ability to work in coordination and close collaboration with KRM staff
- Strong outreach skills; ability to network with higher and continuing education providers
- Patience and strong commitment to client care, while at the same time adhering to agency mission of promoting client self-sufficiency
- Working knowledge of higher and continuing educational systems preferred

Compensation and Benefits

This is a full-time position, 40 hours a week, and offers medical/dental/vision/life insurance, paid vacation/holidays/sick and personal days. Duties will be conducted primarily during normal business hours, with some evenings or weekends necessary (on a flex time schedule) to accommodate out-of-school-time activities or volunteer and student mentorship pairings.

COVID Note

Currently, work arrangements are hybrid, with a minimum in-office, or in the field, requirement of two days-a-week. Other direct client service activities may require office or field presence. Pending an increase in the community COVID vaccination rate and a reduction in the local infection rate, the in-office requirement may increase.

KRM has a mask mandate for all staff, clients and visitors in our facilities and in off-site

KRM-related interactions. KRM staff provide clients with COVID education and referrals for voluntary COVID vaccinations and in doing so affirm the efficacy of COVID vaccines in safely reducing the risk of COVID infection.

To Apply

Interested applicants should reply with a résumé and cover letter by Friday, October 1, to:

Adrienne Eisenmenger
Family & Youth Services Manager/ Program Leader
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville, KY 40204
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.