



## **Kentucky Refugee Ministries/Lexington Youth Mentoring Leader (full-time)**

The KRM Lexington Youth Mentoring Leader will be instrumental in the delivery of KRM Lexington's youth mentoring program to help meet the needs of refugee and asylee clients (ages 16-24) who have been in the United States for 5 years or less. The basic responsibilities of this position will include matching youth with positive adult mentors, helping ensure that youth receive personalized interaction and support as they adjust to life in the U.S., assisting youth with academic and career development/planning, and supporting overall programming for KRM Lexington families. This person will work under the supervision of the Youth Services Coordinator.

### **Essential Duties**

The Youth Mentoring Leader will carry out the following activities:

- Recruit and enroll eligible youth for participation in the mentoring program.
- Recruit, assess, and orient eligible volunteer mentors for the program (in collaboration with the Volunteer Coordinator).
- Assist with introductions, facilitation of the initial mentoring relationships.
- Track mentoring activities and progress.
- With other KRM staff, participate in outreach to speak to schools, community groups, and the public about the program and how mentors and mentees can participate.
- Assist with program coordination, scheduling, and logistics, including scheduling meetings, booking interpreters, training volunteers and interns, etc.
- Prepare case notes and other documentation of all activities, including tracking participation numbers and helping to write reports, success stories, and other materials for the program.
- Plan and conduct field trips related to academics (such as campus visits) or careers with eligible clients.
- Create and coordinate other relevant programming for clients.
- Participate in office-wide programs and events.

## **Agency Profile**

Founded in 1990 as a nonprofit agency, KRM is a local affiliate of the national network of agencies authorized to provide resettlement services to refugees admitted to the United States through the federal U.S. Refugee Admissions Program. KRM Lexington, a sub-office of the main Louisville office, opened in 1998 and is currently serving approximately 250 newly arrived clients per year, in addition to serving previously-arrived clients for up to five years for some services. Services include case management, English language classes, employment readiness support, youth programming, immigration legal services, a Survivors of Torture recovery program, and more. With clients and staff from a diverse array of backgrounds, KRM does not conduct any religious activities or messaging. We proudly serve all clients regardless of religion, race, national origin, sexual orientation, gender, or gender identity.

## **Requirements**

- Experience working directly with youth and families required.
- Experience working with people of diverse nationalities, religions, languages, and cultures is required.
- Passion for serving limited-English-proficient clients and helping them obtain needed services.
- Skills in public speaking, interpersonal skills, and advocacy would be beneficial.
- Outstanding English communication skills (written and verbal); additional language skills in any KRM client languages are strongly preferred.
- Self-motivated, able to initiate and follow-through with ideas and tasks.
- Impeccable ethics, integrity, and trustworthiness.
- Outstanding interpersonal and teamwork skills.
- Strong attention to detail and ability to provide clear documentation of services through case notes, reports, participation rosters, files etc.

## **Additional Job Information**

This job is full-time (40 hours/week) and offers medical/dental/vision/life insurance, paid vacation/holidays/sick and personal days. The position is based in Lexington, KY with some activities in surrounding counties. Duties will be conducted primarily during normal business hours, but some evenings or weekends will be required (flexible scheduling is available during such times). A driver's license and the ability to drive and transport clients in KRM's 15-passenger van is strongly preferred.

## **To Apply**

Send a cover letter and resume with “Youth Mentoring Leader” in the subject line to Mary Cobb [mcobb@krmlex.org](mailto:mcobb@krmlex.org). Applications will be accepted until the position is filled.