



## **Kentucky Refugee Ministries, Lexington Community Engagement Coordinator (full-time)**

The Community Engagement Coordinator will promote community awareness and understanding of refugee resettlement and other issues important to KRM and its clients; recruit and invite community participation and involvement in programming; create communication materials for advocacy, reporting, and fundraising; and help with event planning for special events such as fundraisers, educational and cultural events, and advocacy days. This position will report to, and receive guidance from, the KRM Lexington Director, and will work with staff across all programs to highlight and support their programs.

### **Essential Duties**

#### **Public Information and Advocacy**

- Speak with a variety of groups to inform and promote understanding of (and participation in) KRM programs. May include faith-based groups, college classes, clubs, community, groups, schools, etc. This responsibility is shared among several of the staff.
- “Table” at fairs or events highlighting non-profits in the community; engage with participants who want to learn more about KRM and refugee resettlement, answer questions, assist people to sign up for volunteer opportunities, newsletter sign-ups, or other follow-up. This responsibility is shared among several of the staff.

#### **Special Events**

- Represent KRM in planning and coordination for events with community partners, such as the Kentucky Refugee and Immigrant Inclusion Summit, “lunch and learn” sessions, fundraisers or events with local businesses, and other advocacy and special events with state and local partners.
- Help plan and organize large periodic fundraiser events.
- Help with online campaigns such as the annual Good Giving Challenge.
- Help coordinate annual Community Partner Appreciation Breakfast.

### **Communications**

- Create materials for in-person, print, and electronic use, including social media posts, flyers, website content, event programs, etc. Incorporate text, photo, video, and audio material effectively. (Some other staff also share this skillset but ideally this position could be a contributor).
- Collaborate with staff to plan content based on events, program highlights, client stories, and advocacy efforts.
- Contribute to or produce email newsletters for constituents.
- Draft letters and other communications to donors and partners to thank them for their support.
- Enter financial donations into tracking database, and ensure that donors receive a timely and accurate donation receipt/thank you letter.

### **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 approved to receive up to 450 newly arrived clients per year, in addition to serving up to 125 Afghan evacuees in 2021-2022, as well as some previously-arrived refugee clients for up to five years. Services include case management, English language classes, employment readiness support, youth programming, and more. In addition, KRM provides a number of programs - including immigration legal services, a survivors of torture recovery program, and a victim advocacy program - to many other immigrants in addition to refugees. 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.

### **Job Requirements**

- Public speaking ability/experience
- Outstanding English writing skills
- Ability to speak or write in an additional language would be beneficial but is not required
- Computer skills including ability to learn new software
- Familiarity with Canva preferred
- Photography/basic videography skills (need not be professional, can be a self-taught/informal skill)
- Demonstrated capacity to work with clients, staff, and partners of diverse backgrounds
- Excellent interpersonal skills and ability to communicate clearly and effectively with clients, partners, and staff

- Commitment to diversity and social justice

### **Additional Job Information**

This job is full-time and offers medical/dental/vision/life insurance, paid vacation/holidays/sick and personal days. Position is based in Lexington, KY. Duties will be conducted primarily during normal business hours, but occasional evenings or weekends will be required for speaking engagements and special events. Due to COVID-19, this job has some work from home days, but in-office presence is required for at least part of each workweek.

Pay: the pay range for this position is estimated to be \$16-\$18 per hour, with some flexibility based on candidate's experience and skill.

**To Apply:** Please send a cover letter and resume to Mary Cobb, KRM Lex Director, at [mcobb@krmllex.org](mailto:mcobb@krmllex.org). You may also include links or samples of prior work related to the skill requirements of this position (optional). Application deadline: 5pm November 24, 2021.