



Kentucky Refugee Ministries, Louisville Youth Services Coordinator (Full-time)

Summary

As part of the Family and Youth Services staff, the Youth Services Coordinator will provide educational and out-of-school-time support services to school-aged refugee and immigrant children and their families. The coordinator will work in close collaboration with the School and Youth Support Specialist and Youth Case Manager to ensure that students and their families receive the educational assistance needed to support their academic success and social-emotional development.

The Kentucky Refugee Ministries (KRM) Family and Youth Services Program provides a range of holistic services, case management, and intentionally designed programming for refugee students and their families. KRM Louisville resettles approximately 250 school-aged children and their families each year and works closely on an ongoing basis with more than 500 students. These students and their families have varying levels of English proficiency—some speaking little or no English—as well as diverse educational and cultural backgrounds. The Family and Youth Services staff assist families with school registration and placement, school-related documentation, parent-teacher conferences, ongoing case management, and out-of-school-time programming. The Youth Services Coordinator will provide educational case management as well as planning and coordination support for KRM’s out-of-school-time programming and community outreach efforts as part of the Youth Services team. Programs include: the New Beginnings Tutoring/Mentoring Program (weekly tutoring/mentoring program for school-age children), Neighborhood Days (community-based educational activities for children, youth and families), Summer Youth Program (six-week educational summer program for newly arrived elementary and middle school-aged students), and KRM’s partnership with Highland Youth Recreation (HYR) Soccer Program (seasonal soccer programming for elementary and middle school students), among others.

Essential Duties and Tasks

The Youth Services Coordinator will be responsible for the following tasks:

- Support school registrations (as needed)
- Liaise with JCPS school staff and teachers regarding student and family needs

- Work collaboratively with the Youth Case Manager & School and Youth Support Specialist on educational case management and client services
- Coordinate and support KRM's out-of-school-time programming initiatives (as noted above)
- Work closely with staff to identify possible program participants and help coordinate program volunteers
- Track Youth Services program activities and outcomes and maintain communication with families on an ongoing basis in order to evaluate program success and survey the needs and interests of current clients
- Enter case notes on a regular basis, documenting services, orientations, program participation, and student progress
- Plan regularly with staff and participate in weekly Family and Youth Services department meetings, activities and professional development opportunities
- Work collaboratively with other staff to draft grant proposals and complete grant reports specifically targeting Family and Youth Services programming
- Participate in department related community outreach activities
- Assist in conducting annual comprehensive survey with program participants

Job Requirements

- College degree required
- Demonstrated and verifiable direct services experience working with children and youth
- Strong computer skills; including proficiency in MS Excel, Word and Google Suite
- Possesses reliable transportation to transport clients/ perform offsite duties as needed
- 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 children and youth, and helping them obtain needed services and programming
- 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 educational 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
- Personal resiliency to endure stressful situations relating to client case management, or program implementation during peak caseload periods
- Commitment to ethical conduct, maintaining appropriate boundaries with clients, and respecting client autonomy

Work Arrangements

Currently, this is a hybrid position, with some in-office and fieldwork required and limited in-person client interaction conducted in compliance with COVID-safety protocols. Pending a continued reduction in community COVID-exposure risk and increase in vaccinations, KRM's staff requirement for in-office work may increase.

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. KRM's Lexington sub-office was founded in 1998; a Northern Kentucky office in Covington opened in November 2021. KRM assists refugees, Afghan evacuees, Cuban Entrants, and individuals from various countries who have been approved for asylum or are applying for asylum.

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.

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. Compensation is commensurate with experience and background. Benefits: Medical, dental, vision and 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 flextime schedule) to accommodate out-of-school-time activities or volunteer and student/family meetings.

To Apply

Interested applicants should reply with a résumé and cover letter by Tuesday, January 4, to:

Adrienne Eisenmenger
Family and 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.