



# KRM LEXINGTON FALL 2022 INTERNSHIPS

All interns will primarily work during regular business hours (M-F 8:30-4:30). Preferred start dates would be in August 2022 and preferred end dates would be in December 2022.

To apply, please submit an application ([kyrm.org](http://kyrm.org)), cover letter, and resume to [internships@krmllex.org](mailto:internships@krmllex.org) by [July 22, 2022](https://www.kyrm.org/2022/07/22/).

## Administrative

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The administrative intern will assist the Administrative Coordinator in administrative tasks such as scanning, copying, and filing. Admin Intern will also be able to observe bookkeeping and financial practices as well as operations within the agency. 10-15 hours/week.

## Youth Services/Youth Mentoring

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The Youth Services Fall Intern will help with lesson planning, organizing Youth Services and Youth Mentoring Program documents and materials. The position will also include occasional administrative and direct client support with school enrollment and referrals to out-of-school programs. The intern will be expected to assist with events. The intern will also assist with recruiting youth for KRM youth programming, ensuring that contact information is up to date, and networking with local organizations to better inform youth and their families about resources available in the community. Having a car is preferred as it is helpful for interns to deliver items to clients. 8-15 hours/week, 2:30p to 6:30p on Tuesday and Thursday with flexible scheduling M-F for remaining hours. This position has the potential to continue in the spring.

## Resettlement Case Management

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The intern will support case workers in providing and documenting services to clients within their first year after arrival to the US. This position will include both office admin support and direct client work, including filing, scanning, scheduling, meeting with clients, visiting clients in their homes, and accompanying clients to appointments. Driver's license and willingness to transport clients strongly preferred. 8-10 hours/week.

## Immigration Legal Services

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The immigration intern will assist staff attorneys and legal caseworker with administrative duties such as answering the phone, reminding clients about appointments, scanning, copying, filing, and letter writing. Immigration Intern will also be able to observe client interviews and the completion of immigration applications for permanent residency, citizenship, family reunification, and other forms of humanitarian relief. 8-12 hours/week.

## Housing

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Intern will assist Pre-Arrival and Housing coordinator with housing acquisition, apartment set-up, and various projects for arriving clients. Set up utilities for acquired apartments/homes. Work with existing clients on resolving maintenance issues, and other housing related inquiries as they arise. Additionally, help maintain and develop relationships with current and potential landlords for KRM clients in the Lexington area. 8-10 hours/week.

## Employment

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The employment intern will have the opportunity to assist in the development of programs to help clients attain employment. Programs include: job readiness, youth employment, essential skill development, and others that involve technology. Additionally, interns will have the opportunity to work directly with clients to help them find job opportunities by working on job applications, resume development, and networking with the community to build relationships. Interns with willingness and means to transport clients are preferred. Two 8 hour days/week preferred.

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## Health Services

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The intern will assist the Health Services Coordinator in managing healthcare for new and established clients, scheduling medical appointments and coordinating medical transportation. The intern will also provide transportation to appointments two to three times per week and will assist clients to navigate medical facilities, so a reliable vehicle is required. The intern will assist in teaching classes on the healthcare system and Pathways, a class on mental health. The intern will also review medical records and enter medical information into various programs used by the Health Services Coordinator. At least 5-7 hours per week is preferred.

## Victims of Crime Advocacy

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The intern will work with KRM's Victim's Advocate to implement a program to assist refugees and underserved immigrants who are victims of crime. They will assist with outreach and communication tools to reach low-English proficiency individuals to understand their rights. Other duties include working with the Advocate and interpreters to offer direct assistance to clients to navigate the process of reporting crimes, working with police, shelters, hospitals, accessing emergency resources, etc. Interns with Spanish and/or ability to transport clients preferred. 8-10 hours/week.

## Monitoring & Evaluation

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This role supports the Resettlement Manager and will focus on the collection and visualization of program monitoring indicators. Applicants can expect 30% of their time to be spent interviewing current and former clients and collecting feedback on agency service delivery. Other responsibilities include auditing case files, case notes, and other documentation for program compliance, creating visual reports and/or dashboards, and other client feedback projects as assigned. Applicants can expect to spend a portion of their time working from home. Preferred time commitment is 8-20 hours per week.

## Donations

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The intern will assist the Donations coordinator with donations pickups, apartment set-ups, and organizing and updating inventory. Other duties include assisting with cataloging in office donations, tracking current donation needs, and working with community groups to organize donation drives.

Intern must be able to lift furniture with no limitations, often up and down stairs. 6-8 hour days preferred. 8-12 hours/week.

## Youth Services EL & Tech

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The Youth Services EL and Tech Intern will help with curriculum planning for English language learning students, ELL online tutoring, and the creation of materials to be used in ELL setting such as worksheets, basic lesson plans, and infographics. They will also assist with the creation of content for social media accounts including video editing, graphic design and other media, case noting and record keeping communications with students and parents when relevant. 8-12 hours/week, 2:30p to 6:30p on Tuesday and Thursday with flexible scheduling M-F for remaining hours. This position has the potential to continue in the spring.

## Cash Assistance

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Intern will assist the Cash Assistance Coordinator with the management of cash assistance programs. This includes helping with orientations and enrollment, processing check requests, communicating with clients about program eligibility, obtaining records, and other administrative tasks. 5-10 hours per week, days are flexible.

Contact Us



859-226-5661



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