

KRM is a refugee resettlement agency. We provide services to refugees to help them become self-sufficient, contributing members to the Lexington community. All of our intern positions operate within this context. Prior experience in a particular area is not required to participate in most roles.

To apply, please submit an application (kyrm.org), cover letter, and resume to internships@krmllex.org by **March 25th, 2023**.

Case Management Intern

Case management interns will support various case workers (social service, financial, victim advocacy) in providing and documenting client services as they adjust to their new life in the US. This position includes both office work and direct client support, including filing, scanning, scheduling, visiting clients in their homes, and accompanying them to appointments. Willingness and means to transport clients strongly preferred. 8-10 hours/week.

Relevant career paths: Social Work, Non-Profit Management, Intercultural Studies

Data Evaluation Intern

This role supports the Resettlement Manager by focusing on the collection and visualization of program monitoring indicators. Interns can expect 30% of their time to be spent interviewing clients to collect feedback on service delivery. Other responsibilities include auditing case files, taking case notes, and completing documentation to ensure program compliance. Interns will create and present visual reports over the information collected. Applicants can expect to spend a portion of their time working from home. 8-20 hours/week.

Relevant career paths: Data Analytics, Statistics, Organizational Leadership, Communications

Financial Self-Sufficiency Intern

The self-sufficiency interns will assist in developing programs to help clients attain employment and become financially responsible. These programs may include: job readiness, youth employment, and management of cash assistance. Interns will help clients create essential job skills, budgets, and resumes, while addressing concerns about the cash assistance program. Networking with the community to build relationships with employment partners will occur. Willingness and means to transport clients are preferred. 12-15 hours/week.

Relevant career paths: Communications, Financial Advising, Community Development, Administration

Community Health Intern

The intern will assist the Health Services Coordinator in managing healthcare for clients by scheduling medical appointments, coordinating medical transportation, and assisting clients in navigating medical facilities. The intern will assist in teaching classes about the healthcare system and mental health awareness. The intern will also review medical records and enter information into various programs used by the Health Services Coordinator. 6-10 hours/week

Relevant Career Paths: Health Education, Public Health, Pre-Med, Social Work

ESL Education Intern

The English as a Second Language (ESL) Intern will execute program planning for in-person classes and online tutoring. The intern will observe certified ESL teachers and work together to achieve best practices for ESL education. Opportunities to be the lead teacher are available. Preparing and printing worksheets, basic lesson plans, and infographics will occur for each class. Availability Monday, Wednesday and/or Thursday mornings from 8:30-12 is required.

Relevant career paths: ESL Education, Adult Education, Intercultural Studies

Housing Operations Intern

KRM provides eligible refugees with a furnished home upon their arrival to the US. This intern will gain operations experience by assisting the housing coordinator with housing acquisition, apartment set-up, and various projects for arriving clients. Communication skills will be developed while cultivating relationships with local landlords, and resolving any client concerns that arise. The intern can expect to have a large role in managing a system to organize housing-related donations. 10-15 hours per week.

Relevant career paths: Organizational Leadership, Project Management, Non-Profit Management

Immigration Legal Intern

The immigration legal intern will help with administrative paperwork, such as archiving, scanning, filing and shredding old case files. Under the supervision of the legal caseworker, the legal intern will also close completed immigration cases and draft and mail letters to the clients, learning about different immigration processes from start to finish. The legal intern may also have the opportunity to conduct research for the lawyers' asylum cases as needed, exploring the current human's rights conditions in various countries. Strong computer skills with Adobe Acrobat and Microsoft Office preferred. 8-12 hours/week

Relevant career paths: Political Science, Pre-Law, International Relations

Non-Profit Services Intern

This position will assist the Administrative Coordinator with printing needs, auditing, and filing. Observation of bookkeeping, financial practices, and donation management will occur. Throughout the duration of the internship, skill and leadership development in the general operations of all other departments will be overseen by the Internships coordinator. An ideal candidate values organization, flexibility, hospitality, and service. 8-12 hours/week

Relevant career paths: Non-Profit/Business Management, Human Resources

Youth Outreach Intern

The Youth Outreach intern will assist the Youth Services director with lesson planning, organizing documents, facilitating school enrollment, and making referrals to out-of-school programs. Involvement in community outreach will occur through event planning, networking with local schools, and recruiting eligible youth for KRM services. An ideal candidate has experience working with teenagers or educational systems, and can provide their own transportation. 8-12 hours/week

Relevant career paths: Community Development, Education, Non-Profit Management

Intercultural Communications Intern

This intern will assist KRM staff in planning and executing weekly Cultural Orientation classes for refugees. Each class features a different theme that guest speakers present about to help clients adjust to their new home. The intern may assist with class set up, record keeping, and scheduling interpreters. Availability 8:30am-12pm on Fridays is required. It is also preferred that the intern has experience in photography, videography, and social media, which can be implemented into KRM's media outlets. The position has the possibility of continuing into the summer.

Relevant career paths: Intercultural Studies, Adult Education, Communications, Marketing

Victim Advocate Intern

The advocate 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 legal rights. Other duties include working with interpreters help clients navigate the process of reporting crimes, networking with police, shelters, hospitals, accessing emergency resources, etc. Interns with Spanish fluency and ability to transport clients preferred. 8-10 hours/week.

Relevant career paths: Social Work, Intercultural Studies, Political Science, Pre-Law, Health Education, Counseling

Interpretation Services Intern

Interns who are fluent in either Spanish, Ukrainian, French, Swahili, or Haitian Creole may apply to attend various classes and meetings to observe and help provide both verbal and written interpretation services. The intern may also contact and book interpreters of other languages for events or classes when needed. This internship provides an opportunity to move into a paid position.

Relevant career paths: Foreign Language, International Studies, Communications



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