



**Kentucky Refugee Ministries, Louisville  
Youth Services Programming Specialist (full-time)**

**Summary**

As part of the Family and Youth Services staff, the Youth Services Programming Specialist will provide educational case management services and out-of-school-time programming support to school-aged refugee and immigrant children and their families. The specialist will work in close collaboration with the Youth Services Coordinator, School and Youth Support Specialist and Youth Case Manager to ensure that children and their families can access out-of-school-time programming within Jefferson County Public Schools (JCPS), Kentucky Refugee Ministries, and the wider Louisville community.

Kentucky Refugee Ministries (KRM) resettles approximately 400 school-aged students and their families each year and works closely on an ongoing basis with more than 600 students. These students and their families have varying levels of English proficiency as well as diverse educational and cultural backgrounds. The Family and Youth Services staff work closely with clients, JCPS and community partners to remove barriers to academic success and social-emotional adjustment. This role will include coordinating KRM's existing out-of-school-time programming - the New Beginnings Tutoring and Mentoring Program (tutoring/mentoring program for school-age children) and partnerships with Highland Youth Recreation Soccer Program (seasonal youth soccer programming) and Miles for Merry Miracles Holiday Program (seasonal youth gift program). This specialist role will also involve co-planning and coordination of the KRM Summer Youth Program (educational summer program for newly arrived elementary and middle school-aged students) and Neighborhood Days (community-based educational activities for students and families). The specialist will lead and/or support the development and implementation of new, emerging programming including the Global Girls Project and YMCA Swim Club, among others.

Over the past year, KRM has resettled over 300 clients from Afghanistan, including large numbers of children and youth. This staff member will work with department staff in developing and coordinating family surveys for newly resettled Afghan clients with school-aged students, with the goal of gauging their children's needs for academic and social emotional programming and supports to improve program quality.

## **Agency Profile**

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service (CWS), one of nine national voluntary agencies authorized to provide resettlement services to refugees admitted to the United States through the State Department's Refugee Admissions Program. KRM also has offices in Lexington and Covington, Kentucky.

In addition to refugees, KRM serves Afghan, Ukrainian and Cuban parolees, and individuals from various countries who have been approved for, or are applying for, asylum.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for refugee youth and elders and the arts. KRM also offers citizenship classes for immigrants preparing to apply for U.S. citizenship. KRM's immigration legal services offices include six full-time immigration attorneys, who provide services to immigrants of all statuses. KRM also provides services to immigrant victims of crime.

KRM staff do not engage in any religious messaging in connection to delivery of client services.

## **Essential Duties and Tasks**

The Youth Services Programming Specialist will be responsible for the following tasks:

- Plan, coordinate and support KRM's out-of-school-time programming initiatives.
- Work closely with staff and local schools to identify possible participants.
- Train and coordinate program volunteers; maintain ongoing communication.
- Engage in supporting volunteer recruitment, as needed.
- Track Youth Services program activities and outcomes and maintain communication with families on an ongoing basis in order to evaluate program success while surveying the needs and interests of current clients.
- Enter case notes a regular basis, documenting services, orientations, program participation, and student progress.
- Liaise with JCPS school staff and teachers regarding student and family needs.
- Work collaboratively with other department staff on educational case management and client services.
- Plan regularly with staff and participate in bi-weekly Family and Youth Services department meetings, outreach and professional development opportunities.
- Work collaboratively with staff to draft grant proposals/complete grant reports.
- Assist in conducting annual comprehensive survey with all program participants.
- Create, implement and summarize Afghan family surveys.

## **Job Requirements**

- College degree required.
- Demonstrated and verifiable direct experience working with children and youth.
- Strong computer and organizational skills, including proficiency in MS Excel.
- Ability to drive and transport clients by car and possess reliable transportation.
- Teaching and/or youth program coordination 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 and cultures.
- Comfort with and passion for serving limited-English-proficient clients, particularly children and youth, and helping them obtain needed programming.
- Detail-oriented with the capacity to provide clear documentation of services.
- Team-orientation; ability to work in close collaboration with KRM staff.
- Strong outreach skills; ability to network with educational/community providers.
- Patience and commitment to client care while 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 and Location**

- KRM staff are currently required to work at least two-days a week (40% of scheduled hours) in-person, either in the office or field. Remaining hours can be worked remotely. Immediate time-sensitive service requirements may require more than 40% in-office or in-person work. With further decreases in COVID-19 infection rates, more in-office, in-person services may be required on a regular basis.
- All KRM staff must provide proof of vaccination against COVID-19.

## **Compensation and Benefits**

- Pay rate is \$20.00/hour. Non-exempt position, 40 hours per week.
- Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days; employee assistance program (EAP), 401(k) retirement plan after one year of service

## **To Apply**

Interested applicants should reply with a résumé and cover letter by Monday, March 6, 2023, to:

Adrienne Eisenmenger  
Family and Youth Services Manager/ Program Leader

Kentucky Refugee Ministries  
969-B Cherokee Road  
Louisville, KY 40204  
Email: [aeisenmenger@kyrm.org](mailto: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.