



Kentucky Refugee Ministries

Internship Opportunities

Louisville Office

Interns must commit to a minimum of 8 hours per week, for a minimum duration of 8 weeks, or a minimum total of 80 hours. Internships may be limited to one program area, or they may span multiple program areas depending on the intern's interests/availability and agency needs.

Basic Needs Support/Social Services

- Cuban/Haitian Office and/or Refugees of the World office
- Preparing for arrival of clients
- Escorting clients to appointments
- Practicing bus routes with clients
- Maintaining case files
- Case management
- Spanish preferred for Cuban office
- 10-20 hours/week

Citizenship Program

- Assist with English testing
- Classroom instruction
- Create and maintain curriculum
- Clerical and administrative work
- 10-20 hours/week

Donations

- Assist with processing and organizing in-kind donations
- Prepare kits of household items
- Lead volunteer groups in the warehouse
- Purchase needed inventory items
- Provide event support as needed
- 10-20 hours/week

Elder Program

- Classroom tutoring on Tuesdays and Thursdays 9:30-12:00
- Assist with case management
- Potentially mentor elders one-on-one
- 10-20 hours/week

Employment Services

- Assist with direct client service and maintaining case files
- Meet with clients to discuss employment opportunities
- Help clients complete applications and resumes
- Participate in mock interviews
- Foreign language proficiency is preferred
- 20-40 hours/week

English as a Second Language Program

- Assist with case notes
- Curriculum development
- Maintaining records and client files
- Assist with ESL instruction
- 8 hours/week

Family Center/Early Childhood Education

- Assist in childcare center
- Classroom instruction
- Tutor women in the Family Center ESL class
- Document preparation and client transportation
- 10-15 hours/week

Immigration Legal Services

- Assist the legal department with a variety of administrative duties
- Hours per week varies

Healthcare Education/Access

- Health education and outreach
- Schedule and accompany clients to appointments
- Empower clients to independently access ongoing treatment
- Advocate with Medicaid and the Department of Community Based Services
- Maintain case notes and client files
- Transporting clients or utilizing public transit is essential
- 8-15 hours/week

Mental Health Services

- Assist with coordinating mental health services
- Accompany clients to appointments
- Work with clients to manage daily living obstacles
- Assist with community wellness groups and activities
- Advanced-level interns may provide individual or family therapy
- 8-10 hours/week

Outreach Events and Development

- Learn about and help plan various fundraising and special events
- Contribute to communications
- Strong administrative, communication, and technical skills preferred
- **8-12 hours/week**

Rise Up Educational Access Program: Youth and Young Adults

- Meet with young adults to assess their educational goals
- Help clients navigate the educational system
- Plan and implement Super Saturdays at local universities
- 10-20 hours/week

Youth Services

- Help register new students for school, K-12
- Coordinate student immunization and physical exams for school enrollment
- Orient families to school system expectations
- Plan and implement KRM's youth summer program
- Solicit and distribute donated school supplies
- 16-20+ hours/week

Victim's Advocate

- Transportation to and from appointments, learning bus routes
- Administrative duties
- Outreach to community partners
- Counseling or therapy experience preferred
- 15-20 hours/week

To learn more or to obtain a copy of the intern application, visit our website at:

<https://kyrm.org/careers/>

To apply, email a completed intern application, resume, and background check to the Family and Youth Services Manager, Adrienne Eisenmenger at aeisenmenger@kyrm.org.