

KENTUCKY REFUGEE MINISTRIES

INTERNSHIP OPPORTUNITIES

LOUISVILLE OFFICE

KRM Louisville hosts interns in the spring semester, summer, fall semester, as well as for the academic year. Internships are unpaid, but may be for credit toward a degree, if applicable per your program. 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. Start and end dates are flexible. Internships may be limited to one program area or they may span multiple program areas depending on your interests/availability and agency needs. Interns must be: 1) committed to helping KRM clients receive the best possible services, 2) comfortable working with clients and staff of diverse backgrounds, and 3) able to work well as part of a team, yet complete tasks independently at the request of the supervisor. Language skills are preferred for some positions, but not required. Swahili, Kinyarwanda, Bembe, Arabic, Dari, Pashto, or Spanish language skills would be most useful.

Cuban/Haitian Case Management

Intern

8-30 hours/week, flexible daytime scheduling

- Maintaining case files
- Administrative tasks
- Supporting case management efforts
- Spanish proficiency required

Elder Program Intern

8-15 hours/week, with availability on Tuesday and Thursday mornings

- Maintaining case files
- Supporting case management efforts
- Administrative tasks
- Help complete SNAP and Medicare applications for clients
- Potentially mentor/visit with elders one-on-one
- Classroom support and tutoring on Tuesdays and Thursdays 9:30-12:00

ESL Services Intern

8-20 hours/week, M-F

- Assist with case notes
- Curriculum development
- Maintaining records and client files
- Assist with ESL Instruction
- Administrative tasks

Family Center & Early Childhood Intern

8-15 hours/week, at least 2 days per week preferred, Mondays-Thursdays

- Assist in childcare center
- Assist with classroom instruction
- Tutor women in the Family Center ESL class
- Document preparation and assisting with case notes
- Administrative tasks

Donation Services Intern

8-20 hours/week, M-F

- Assist with processing and organizing in-kind donations
- Prepare kits of household items
- Support volunteer groups in the warehouse
- Purchase needed inventory items
- Manage KRM Amazon Wishlist
- Assist with home set-ups
- Support monthly food pantry
- Provide other event support as needed

Employment Services Intern

8-40 hours/week, flexible daytime scheduling M-Th

- Assist with direct client services and maintaining case files
- Help clients construct resumes and complete job applications
- Participate in mock interviews
- Administrative support
- Administrative tasks
- Foreign language proficiency is preferred

Finance Intern

8-20 hours/week, flexible days and times during business hours

- Administrative Tasks
- Maintaining records and client files
- Prepare arrival materials and packets for client Cash Assistance Orientations
- Create work flow charts
- Adobe Pro and Microsoft Office Suite knowledge required

Family & Youth Services Intern

8-20+ hours/week, flexible daytime scheduling

- Support school registration and placements for newcomer students
- Orient families to school system expectations
- Planning an implementation support of KRM's summer programming and out of school programming
- Organize and distribute donated school supplies and clothing
- Administrative tasks

Medical Services Intern

8-15 hours/week, flexible days and times during business hours

- Schedule and accompany clients to appointments
- Empower clients to independently access ongoing treatment
- Create arrival packets for newly arriving families
- Maintain case notes and client files
- Administrative tasks

Outreach, Development, and Arts and

Cultural Programming Intern

8-12 hours/week, flexible days. Evening and weekend availability may be required

- Assist with coordination and facilitation of different fundraising, outreach, and arts events
- Support communications and outreach promotion efforts and media content
- Strong administrative, communication, and technical skills preferred

Social Services Case Management Intern

8-30 hours/week, flexible daytime scheduling

- Prepare for arrival of clients
- Escort clients to appointments
- Practicing bus routes with clients
- Maintaining case files
- Supporting case management efforts
- Administrative tasks
- Specialty areas are available with Preferred Communities and Matching Grant programs, and Housing Services

Immigration Legal Services Intern

Various hours and scheduling

- Assist the legal department with a variety of administrative duties
- J.D. candidates preferred

Mental Health Services Intern

8-20 hours/week, flexible days and times during business hours

- 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

Rise Up Educational Access Intern

8-30 hours/week, flexible daytime scheduling SUMMER ONLY

- Assisting with mentorship opportunities
- Attending field trips and college visits with students
- Support Teen Boost Summer program

Transportation Access Intern

8-20 hours/week, flexible days and times during business hours

- Help clients explore transportation options available to them
- Accompany clients to appointments at various sites
- Empower clients to independently navigate the city

Victims Advocate Intern

8-20 hours/week, flexible days and times during business hours

- Assist clients with transportation to and from appointments, learning bus routes
- Administrative tasks
- Outreach to community partners and resources
- Support clients through legal advocacy, crisis intervention, and safety planning
- Counseling or therapy experience preferred

To apply, interns must submit a completed Intern Application, Resume, and Background Check prior to interviewing for the position. Proof of COVID-19 vaccination is also required. Application documents are available online at KRM's Careers and Internships page on kyrm.org/careers. Submit completed application materials to a Eisenmenger@kyrm.org.