



## Operations Manager

Shaping Our Appalachian Region (SOAR) is looking for a positive, hard-working, and dedicated individual to manage day-to-day operations for the organization in close conjunction with the Executive Director, Chief Operating Officer, and Chief Financial Officer.

The preference is for this position to be based in Pikeville, but applicants from surrounding areas are encouraged to apply. It will report to SOAR's Chief Operating Officer.

Some travel may be required with this role.

## Responsibilities

- Work out of the SOAR HQ office in Pikeville at least three days per week
- Support SOAR event planning, development, execution, and cleanup
- Run meetings with event venues related to SOAR events
- Oversee SOAR projects like the SOAR Healthcare Career Pathway Fair and the SOAR Appalachian Nursing Academy
- Respond to letter of support requests from regional partners
- Travel to partner events in the region to represent SOAR
- Work closely with the SOAR CFO to prepare for quarterly SOAR Executive Board Meetings
- Manage any short-term staff members like interns posted to SOAR
- Other duties as assigned

## Expectations

- Embody [SOAR's mission and core values](#).
- Possess a willingness to get into the trenches and think "stick forward"
- Be a team player.
- Embrace flexibility and handling changes on the fly
- Follow standardized SOAR processes
- Show up prepared to mandatory weekly team and individual meetings:
  - Standups each morning at 9:30 AM
  - Weekly 1:1s with the SOAR COO
  - Monthly all-team convenings
- Be coachable and open to constructive feedback
- Attend regional events as required

## Qualifications

- Able to work independently
- Ability to communicate and succeed in a collaborative environment
- Superb time management

## Culture and Core Values

# SOAR

SOAR's mission is simple: to return Eastern Kentucky back to economic prosperity.

Our team culture is anchored by putting the interests of Eastern Kentucky first in all that we do.

We believe treating others the way we want to be treated is always within our control.

Our core values include faith, selflessness, grit, integrity, and empathy.

We do our best to exemplify these daily in our interactions with each other and with external partners.

## **Why SOAR?**

The SOAR organization offers a chance to be part of a movement that's bigger than any one of us individually.

Eastern Kentucky's won't be solved by others. It's going to take us as Eastern Kentuckians to come together to find the solutions.

Through communications, collaborations, and convenings, SOAR's on the front lines helping to get the right people in the right rooms to ensure the future of Eastern Kentucky burns as bright as ever.

SOAR offers a competitive salary along with the following benefits:

- Performance bonus
- 100% paid individual health insurance
- SIMPLE IRA retirement plan with employer matching up to 3%
- Cell phone stipend
- Mileage reimbursement for work-related travel

## **Apply Now**

Email a cover letter, resume, and salary history to [hr@soar-ky.org](mailto:hr@soar-ky.org).