



## Administrative Assistant

Shaping Our Appalachian Region (SOAR) is hiring a full-time administrative assistant to support core organizational functions.

This position will report to SOAR's Chief Financial Officer and will be based in Pikeville, KY.

### Duties and Responsibilities

- **Office Management:**
  - Greet and assist visitors and clients in a professional and friendly manner.
  - Maintain a clean and organized office environment.
  - Manage office supplies and place orders as needed.
- **Administrative Support:**
  - Answer and direct phone calls and emails to the appropriate personnel.
  - Assist in scheduling meetings and appointments.
  - Prepare and distribute memos, reports, and other documents.
- **Data Entry and Record Keeping:**
  - Maintain accurate and organized filing systems for both physical and digital documents.
  - Input data into spreadsheets and databases as required.
- **Travel and Event Coordination:**
  - Arrange travel accommodations and itineraries for team members.
  - Assist in planning and organizing company events and meetings.
- **Correspondence:**
  - Draft and edit correspondence, including letters, emails, and other documents.
  - Manage and track incoming and outgoing mail.
- **Assist Other Departments:**
  - Collaborate with various departments to provide administrative support as needed.
  - Assist in special projects and tasks as assigned by management.

### Expectations

- High school diploma or equivalent
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and multitasking skills.
- Excellent verbal and written communication skills.
- Attention to detail and a high degree of accuracy.
- Ability to work independently and as part of a team.
- Discretion and confidentiality when handling sensitive information.
- Strong problem-solving skills and a positive attitude.

# SOAR

## Culture and Core Values

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 won't be solved by others. It's going to take us to come together to find the solutions. Through communications, collaborations, and convenings, SOAR is 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:

- 100% paid individual health insurance
- SIMPLE IRA retirement plan
- Cell phone stipend
- Mileage reimbursement for work-related travel
- Laptop provided
- Annual bonus

## Apply Now

Email a cover letter, resume, and salary history to **hr@soar-ky.org**.

*SOAR is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.*