

SOAR

Startup Program Coordinator

The SOAR Startup Program Coordinator is responsible for developing new and building on existing relationships between SOAR, Higher Education Institutions, communities, and stakeholders throughout Kentucky's 54 Appalachian counties. With support from the Innovation team, they will facilitate meetings and programming with the region's Higher Education Institutions, supporting college/university students with opportunities to learn about Entrepreneurship. They will be responsible for the creation and execution of entrepreneurship curriculum, programming, and events. The successful candidate must have a desire to serve and a passion for early-stage startup formation in Appalachia Kentucky.

We are looking for someone who is a great listener and has the distinct ability to identify potential synergies between our organization and projects, programs, and partners that align with SOAR's program of work. You'll also support SOAR's Outreach Coordinator by following up with leads with students and entrepreneurial programming.

This position will report to SOAR's Program Director. The successful candidate must reside — or be willing to relocate — within the SOAR service region. This position does require occasional extensive travel within our 54 counties.

Duties and Responsibilities

- Act as the primary point of contact for the planning, organizing, execution, and surveying of all events related to developing the entrepreneurial ecosystem at partnering educational institutions
- Build and maintain relationships with Higher Education Institutions and Students across different campuses.
- Identify aligned programming and opportunities to collaborate with the existing Entrepreneurial Ecosystem in the region, with an emphasis on Innovation and Commercialization.
- Attend meetings and events with a focus on Student Engagement and Programming and better-connecting students with entrepreneurial opportunities.
- Make appropriate referrals using internal and external resources and partners to get students to desired outcome(s).
- Conduct presentations with a focus on increasing entrepreneurial student activity and awareness of resources.

- Provide basic business ideation support to students looking to create or expand an existing business idea.
- Records essential data using Salesforce CRM to capture objectives and key results (OKRs).
- Other duties as assigned.

Expectations

- Embody SOAR's mission and core values.
- Follow SOAR Innovation's standardized process.
- Meet and exceed organizational objectives and key results (OKRs).
- Possess a willingness to get into the trenches to help clients find a way, working with urgency and excitement to achieve the desired outcome(s).
- Be prompt and concise with external and internal communication.
- Be a team player.
- Be coachable and open to feedback.
- Be all-in on the future of Appalachia Kentucky.
- Attend required team meetings.
 - Weekly team meeting.
 - Weekly 1-1 with SOAR's Program Manager
 - Monthly all-team meeting.

Knowledge, Skills, and Abilities

- Ability to communicate in a collaborative and fast-paced environment.
- Excellent time management skills.
- Proficiency with computer programs such as Microsoft Word, Excel, PowerPoint, and Outlook. Excellent customer service skills.

- Fundamental understanding of the ecosystem of resources supporting entrepreneurs and existing small businesses in Kentucky.

Qualifications

- 1-3 years experience in providing excellent customer service.
- 1-3 years experience in providing services to entrepreneurs or small businesses (preferred).
- Bachelor's degree (preferred).
- Experience using CRM programs, preferably Salesforce.

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's 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.

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.