



Remote Work Employer Coordinator

Shaping Our Appalachian Region (SOAR) is hiring a full-time position to identify, prospect, engage, and build relationships with employers hiring for remote positions.

This position is made possible through funding from the Truist Foundation and partnership with KentuckianaWorks and Code Kentucky.

The successful candidate will play a critical role in proving the viability of high-skilled remote work in Eastern Kentucky. This is a cutting-edge position requiring high volumes of outreach.

This position will report to SOAR's Operations Manager and will be required to be based in SOAR's service territory. Regular trips to SOAR HQ in Pikeville and occasional trips to KentuckianaWorks HQ in Louisville will be required.

Duties and Responsibilities

1. Process Formation:

- Work with SOAR leadership to build a formal process around employer outreach.
- Draft template emails and generate call scripts.
- Generate an ideal employer profile and build prospect lists from aligned firms.
- Schedule discovery calls to find out more information on open positions and relay information to SOAR's Remote Work Support Coordinator.
- Partner with SOAR leadership to create ambitious and achievable activity and performance metrics related to remote employer outreach.

2. Data Collection:

- Commit to recording outcomes from all calls and emails with prospective employers.
- Use SOAR's tech stack (HubSpot, Outlook, LaunchPad, LinkedIn Sales Navigator, and Asana) to keep performance metrics updated and available on data dashboards.
- Work with SOAR's Grant Program Manager and SOAR's Operations Manager to complete required reporting requirements related to relevant SOAR grants (Truist Foundation, Department of Labor, and others to be named).

3. Collaboration:

- Attend required weekly meetings with the Code Kentucky team reporting on employer connections and job openings.
- Attend required weekly meetings with SOAR's Operations Manager and other members of its leadership team related to performance activity and metrics.

4. Process Improvement:

SOAR

- Commit to improving internal processes and providing feedback to SOAR and Code Kentucky leadership.

5. Networking:

- Actively participate in regional and national remote work forums, conferences, and events to stay updated on industry trends and connect with potential remote employers.

Expectations

- Good attention to detail and a positive attitude.
- High degree of emotional intelligence.
- Strong communication and interpersonal skills.
- Superb time management skills.
- Ability to work independently.
- Understand this position requires a high degree of activity.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Culture and Core Values

SOAR's mission is simple: grow Eastern Kentucky's population.

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
- Competitive commission structure along with an annual bonus

Apply Now

SOAR

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.