



## **EKY Workforce Analyst**

Shaping Our Appalachian Region (SOAR) is looking for a positive, hard-working, and dedicated individual to provide coordination of our East Kentucky Job Board and East Kentucky Talent Database.

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 Operations Manager. Some travel may be required with this role.

The EKY Workforce Analyst is responsible for data collection, evaluation, and analysis for the East Kentucky Job Board. The Job Board is a robust job-creation platform that is cutting-edge and multi-faceted, including:

- Online Job Board for local and regional employers.
- Online Job Board for Remote Work companies, supported by SOAR's Remote Work Employer Engagement Coordinators.
- A Talent Database for motivated job-seekers.

We want to be clear. This isn't your typical Job Board. And we are not your typical non-profit. Our organizational goals are transformational.

- Decrease the number of distressed counties in Kentucky's Appalachian region by 10 in 10 years.
- Stop population loss across the region by the next US Census.
- Create 4,000 new jobs.

We are leaders in rural community and economic development, and this position is critical to connecting Eastern Kentuckians to good-paying careers.

## **Responsibilities**

- **Data Collection and Analysis:** Gather and analyze data from various sources to identify trends, patterns, and insights.
  - Provide assistance to job-seekers setting up a profile on the EKY Job Board.
  - Analyze and evaluate resumes within the Job Board and categorize them into sectors, working in close collaboration with SOAR's Operations Coordinator and Remote Work Employer Engagement Coordinator.
  - Maintain workflows to connect talent with employers.
  - Maintain EKY Job Board employer profiles and jobs.
  - Provide support to both employers and job seekers.
- **Reporting:** Develop and maintain regular reports, dashboards, and visualizations to communicate findings, outcomes, and impact to the SOAR Metrics Dashboard.
- **Data Quality:** Ensure the accuracy, completeness, and consistency of data by performing regular data quality checks.
- **Collaboration:** Work with cross-functional teams including public relations and marketing, events, and units to understand their data needs and provide actionable insights.

# SOAR

- Predictive Analytics: Utilize statistical techniques and machine learning models to forecast trends and identify potential areas of improvement.
- Process Improvement: Identify and implement process improvements to enhance data collection, analysis, and reporting.
- 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 for mandatory weekly team and individual meetings:
  - Standups each morning at 8:30 a.m.
  - Weekly 1:1s with the Operations Manager.
  - 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'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

# SOAR

- 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).

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.