



## **EDA Recompete – Management, Equity, and Governance – Administrative Coordinator**

Shaping Our Appalachian Region (SOAR) is hiring an organized and detail-oriented Administrative Coordinator to support the *Eastern Kentucky Runway* Project. The Administrative Coordinator will play a key role in overseeing human resources functions, including hiring, onboarding, and professional development, while also supporting compliance and reporting requirements. This position will provide support to ensure that the administrative and operational aspects of the project run smoothly, contributing to the overall success of the project. This is a grant-funded position serving 12 SOAR counties: Bell, Floyd, Harlan, Johnson, Knott, Knox, Leslie, Letcher, Magoffin, Martin, Perry, and Pike.

This position will report to SOAR's HR and Compliance Manager.

### **Duties and Responsibilities**

1. Assist in managing the recruitment process by coordinating job postings, candidate communications, scheduling interviews, and supporting candidate evaluation and selection.
2. Facilitate the onboarding process for new hires, ensuring the completion of required documentation, orientation sessions, and introductions to the project's objectives and culture.
3. Assist in coordinating professional development opportunities for project staff, including workshops, training sessions, and conferences.
4. Maintain up-to-date employee records, including personnel files, training records, and certifications, ensuring compliance with organizational and grant requirements.
5. Support compliance with U.S. Economic Development Administration (EDA) regulations by helping to monitor project activities and expenditures, ensuring they align with grant requirements.
6. Assist in preparing and organizing reports, documentation, and communications for grant compliance, ensuring accurate and timely submissions.
7. Support the HR and Compliance Manager in preparing for audits and reviews, organizing relevant documentation and reports as needed.
8. Provide general administrative support to the Chief of Staff and project leaders, helping to coordinate meetings, track progress on initiatives, and follow up on action items.
9. Maintain databases and filing systems for project-related documentation, including HR records, compliance reports, and project outcomes.
10. Serve as a central point of contact for administrative inquiries, managing internal communications, and supporting external communication with stakeholders.

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11. Assist in organizing events, workshops, and meetings related to the project, ensuring logistical needs are met and materials are prepared in advance.

## Other Duties as Assigned:

- Provide flexible support to various administrative needs that arise during the implementation of the SOAR Recompete Project.
- Assist in problem-solving and process improvements to enhance administrative efficiency across the project.

## Expectations

1. Basic understanding of HR functions, including recruitment, onboarding, employee records management, and professional development.
2. Knowledge or experience with federal grant compliance or the ability to learn and navigate grant-related regulations.
3. Strong organizational and time management skills, with the ability to manage multiple tasks, meet deadlines, and prioritize work in a fast-paced environment.
4. Previous experience in an administrative support role, with strong attention to detail, data management, and communication skills.
5. Excellent written and verbal communication skills, with the ability to interact professionally with a diverse range of stakeholders.
6. Proficiency in Microsoft Office (Word, Excel, PowerPoint) and experience with HRIS or database management systems is a plus.
7. Ability to work both independently and collaboratively as part of a team, with a solution-oriented approach to challenges.
8. Flexibility to adapt to changing project needs and priorities, with a willingness to take on new tasks as they arise.
9. Commitment to confidentiality, integrity, and adherence to SOAR's core values.
10. Commitment to diversity, equity, and inclusion principles, with a demonstrated ability to recruit and retain a diverse workforce and create an inclusive work environment.
11. Flexibility to adapt to changing priorities, needs, and circumstances, and willingness to embrace innovation and continuous improvement in compliance practices.

# SOAR

## 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. Tackling the challenges facing Eastern Kentucky is going to take all of us to come together to find the solutions. Through communications, collaborations, and convenings, SOAR is 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

Please apply [here](#).

*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.*