



## **EDA Recompete – Management, Equity, and Governance – Office Manager (Whitesburg)**

Shaping Our Appalachian Region (SOAR) is hiring a full-time Office Manager for its *Eastern Kentucky Runway* project, which connects prime age employment gap (PAEG) individuals to employment opportunities. This role will be responsible for overseeing satellite office space where project services will be delivered. This is a grant-funded position serving 12 SOAR counties: Bell, Floyd, Harlan, Johnson, Knott, Knox, Leslie, Letcher, Magoffin, Martin, Perry, and Pike. Office space will be in Corbin, Pikeville and Whitesburg. Priority will be given to applicants residing within close proximity to at least one of these locations.

This position will report to SOAR's Recompete Plan Officer.

### **Duties and Responsibilities**

#### **1. Facilities Management:**

- Ensure the smooth operation and maintenance of the office space, creating a welcoming and supportive environment for clients.
- Coordinate with project leadership to address any facility-related issues promptly and efficiently.
- Maintain a clean and organized workspace that promotes productivity and professionalism.

#### **2. Client Services:**

- Serve as the primary point of contact for clients entering the facility.
- Coordinate client appointments and meetings with staff and external partners, ensuring efficient scheduling and communication.

#### **3. Program Support:**

- Assist with the implementation of workshops, training sessions, and events designed to enhance clients' employability and skills.

#### **4. Administrative Duties:**

- Manage office administrative tasks, including answering phones, responding to emails, and processing paperwork.
- Maintain client databases and records, ensuring confidentiality and accuracy at all times.
- Assist with the procurement of office supplies as needed.

#### **5. Team Collaboration:**

- Work collaboratively with program staff, volunteers, and external partners to ensure seamless service delivery and coordination.
- Participate in staff meetings, trainings, and planning sessions to contribute ideas and feedback for program improvement.
- Foster a positive and inclusive work environment that values diversity, equity, and mutual respect.

# SOAR

## Expectations

- Strong interpersonal and communication skills, with the ability to build rapport and trust with clients from diverse backgrounds.
- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and priorities effectively.
- Compassionate, empathetic, and nonjudgmental approach to supporting individuals facing barriers to employment.

## 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

*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.*