



EDA Recompete – Outreach and Retention Project Manager

Shaping Our Appalachian Region (SOAR) is hiring a full-time position to oversee activities related to its Outreach and Retention (O&R) component project under its Phase II application to the EDA Recompete Pilot Program. 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 the Recomplete Plan Manager.

Duties and Responsibilities

- 1. Partner with SOAR's Recompete HR Manager to recruit, hire, and onboard project staff.**
 - Run phone screens, peer interviews, interview assignments, and contract negotiations.
- 2. Actively manage a team of 10+ employees leading outreach and retention efforts across the 12-county project service territory.**
 - Have daily standup meetings discussing wins, priorities, and challenges for the day.
 - Host weekly 1:1 meetings with direct reports.
 - Lead weekly all-team progress meetings where actual results are compared to goals set.
 - Plan bi-annual all-team convenings to discuss results and to make future goals.
- 3. Compile monthly reporting on project outcomes and progress to share with application leadership.**
 - Responsible for compiling and reporting on O&R outputs/outcomes with other project managers during weekly leadership meetings.
- 4. Ensure data collection and data entry happens inside the project CRM.**
 - This includes setting up project dashboards.
- 5. Build out a project process that details standard operating procedures for staff to follow.**
 - Set clear expectations.
 - In case of conflict, defer to the process.
- 6. Communicate key dates with SOAR staff to share and promote across SOAR's social media channels.**
- 7. Hold subcontractors and subawardees accountable to delivering on agreed scopes of services.**
 - Weekly meetings to discuss actual results vs goals.

SOAR

Expectations

- Strong interest in increasing prosperity in Eastern Kentucky communities.
- History of identifying and supporting marginalized populations inside underserved communities.
- Proven experience in community engagement, project development, and implementation.
- Strong communication and interpersonal skills. Training and group facilitation experience preferred.
- Ability to handle conflict directly.
- Skilled in data collection and reporting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Good attention to detail and a positive attitude

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.