



## **EDA Recompete – Outreach and Retention Field Operations Coordinator**

Shaping Our Appalachian Region (SOAR) is hiring full-time positions to oversee activities related to in-person outreach 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. Priority will be given to applicants residing in or within close proximity to any of these 12 counties.

This position will report to the Outreach and Retention (O&R) Project Manager.

### **Duties and Responsibilities**

- 1. Travel extensively throughout the 12-county project service territory to promote the *Eastern Kentucky Runway* project and to locate prime age employment gap (PAEG) individuals eligible for entry into the project.**
  - Be responsible for a primary territory and ensure all residents have an equal opportunity to hear about career and career support opportunities available to them.
- 2. Have 1:1 and group conversations with community members to discuss the *Eastern Kentucky Runway* and how it works.**
- 3. Maintain daily activity logs on mileage and conversations.**
- 4. Compile weekly reporting on project outcomes and progress to share with O&R leadership.**
- 5. Input all outputs and outcomes into the project CRM.**
- 6. Follow all standardized processes and procedures.**
- 7. Communicate barriers/challenges to project leadership.**

### **Expectations**

- Strong interest in increasing prosperity in Eastern Kentucky communities.
- History of identifying and supporting marginalized populations inside underserved communities.
- Desire to engage people and communities.
- Strong communication and interpersonal skills.
- Superb time management.
- Be okay with extensive time on the road.
- Skilled in data collection and reporting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

# SOAR

- 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. 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
- Internet-enabled device 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.*