



EDA Recompete – Peer Mentor Manager

Shaping Our Appalachian Region (SOAR) is hiring full-time positions to supervise and support a team of peer mentors aiding prime age employment gap (PAEG) clients 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.

These positions will report to the Outreach and Retention (O&R) Manager.

Duties and Responsibilities

1. Provide leadership, guidance, and supervision to a team of peer mentors, including recruitment, training, coaching, and performance management.
2. Develop and implement policies, procedures, and standards for peer mentoring services to ensure consistency, quality, and effectiveness.
3. Conduct regular meetings, trainings, and workshops for peer mentors to enhance their skills, knowledge, and effectiveness in supporting program participants.
4. Monitor and evaluate the performance and progress of peer mentors, providing feedback, guidance, and support as needed to address challenges and promote professional growth.
5. Collaborate with program leadership and other team members to develop strategies, goals, and objectives for the peer mentoring program, and track outcomes and success metrics.
6. Oversee the coordination and scheduling of peer mentoring sessions, ensuring that program participants receive timely and appropriate support.
7. Serve as a liaison between peer mentors, program participants, and other project administration, facilitating communication, resolving conflicts, and addressing concerns.
8. Stay informed about best practices, trends, and developments in peer mentoring, workforce development, and related fields, and incorporate relevant insights into program planning and implementation.
9. Manage program data and documentation, including participant records, progress reports, and program evaluations, to ensure compliance with overarching outcomes of *The Eastern Kentucky Runway*.
10. Represent the organization at meetings, conferences, and events to promote the peer mentoring program and build partnerships with other organizations and stakeholders.

Expectations

- Demonstrated understanding of the challenges and barriers faced by individuals seeking to re-enter the workforce, and a commitment to promoting equity.
- Knowledge of community resources and support services for individuals seeking employment preferred.

SOAR

- Strong leadership and team-building skills, with the ability to motivate, inspire, and empower others to achieve their full potential.
- Excellent communication and interpersonal skills, with the ability to establish rapport, build relationships, and collaborate effectively with diverse stakeholders.
- Solid organizational and time management skills, with the ability to prioritize tasks, manage multiple responsibilities, and meet deadlines in a fast-paced environment.
- Proficiency in data management and analysis, including experience with database systems, spreadsheets, and reporting tools.
- Knowledge of relevant laws, regulations, and best practices related to workforce development, peer support, and employment services.
- Commitment to professional growth and development, including ongoing learning and training opportunities.
- Flexibility to adapt to changing priorities, needs, and circumstances, and willingness to embrace innovation and continuous improvement.

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

SOAR

- 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.