



EDA Recompete – Eastern Kentucky Workforce Training and Support Network - Training Plan Coordinator

Shaping Our Appalachian Region (SOAR) is hiring a full-time position to create training and career plans for clients enrolled in its Eastern Kentucky Workforce Training and Support Network (WTSN) component project under its Phase II application to the EDA Recompete Pilot Program. This role will be responsible for crafting individualized career and training plans for prime age employment gap (PAEG) workers seeking to enter into new careers. Your expertise and guidance will play a critical role in helping individuals identify their career goals, acquire the necessary skills and credentials, and achieve success in their chosen fields. 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 Recompete WTSN Project Manager.

Duties and Responsibilities

1. Conduct comprehensive assessments of PAEG clients' skills, interests, experience, and career goals through interviews, assessments, and evaluations.
2. Collaborate closely with PAEG participants to explore potential career paths, considering their interests, strengths, values, and aspirations.
3. Research training programs, educational opportunities, and certification courses relevant to the identified career paths, and provide information and guidance to PAEG clients about available options.
4. Develop individualized career and training plans for each prime age worker, outlining clear goals, action steps, and timelines for achieving career advancement and skill development.
5. Coordinate with educational institutions, training providers, and industry partners to facilitate enrollment in training programs, access to resources, and support services for prime age workers.
6. Maintain accurate and up-to-date records of prime age workers' training plans, progress, and outcomes in the organization's database or electronic records system.
7. Stay informed about current trends, best practices, and innovations in workforce development, adult education, and career training, and incorporate relevant insights into program planning and implementation.

Expectations

1. Strong interpersonal and communication skills, with the ability to build rapport, establish trust, and communicate effectively with diverse populations.
2. Excellent organizational and time management skills, with the ability to prioritize tasks, manage multiple responsibilities, and meet deadlines in a fast-paced environment.

SOAR

3. Knowledge of assessment tools and training resources as well as trends and opportunities in various industries and sectors.
4. Familiarity with educational pathways, certification programs, and training opportunities relevant to PAEG workers seeking to enter new careers.
5. Proficiency in computer skills, including experience with database systems, word processing, and email.
6. Ability to work independently and as part of a team, with a collaborative and solution-focused approach to supporting PAEG clients in their career development journey.
7. Commitment to maintaining confidentiality and privacy of client information, and adherence to ethical standards and professional boundaries.
8. Passion for empowering individuals to achieve their full potential and succeed in their chosen careers.

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

SOAR

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.