



EDA Recompete – Eastern Kentucky Workforce Training and Support Network – Accountability Coordinator

Shaping Our Appalachian Region (SOAR) is hiring a full-time position under its Eastern Kentucky Workforce Training and Support Network (WTSN) component project under its Phase II application to the EDA Recompete Pilot Program to assist prime age employment gap workers (PAEG) as they execute on their individualized training plans. This role will be responsible for ensuring that prime age workers facing employment gaps stay on track with their independent training plans and holding external and internal partners accountable to these plans. Your role is critical in helping prime age workers achieve their career goals and ensuring that they receive the support and resources they need to succeed. 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 Accountability Manager.

Duties and Responsibilities

1. Review and assess individualized training plans developed for prime age workers, ensuring that they are realistic, achievable, and aligned with the workers' career goals and objectives.
2. Coordinate with prime age workers to establish clear goals, milestones, and timelines for completing training programs, acquiring new skills, and achieving career advancement.
3. Monitor prime age workers' progress in their training plans, tracking completion of milestones and objectives, and providing ongoing support, guidance, and encouragement as needed to keep them on track.
4. Collaborate with internal partners, including training coordinators, peer mentors, and resource specialists, to ensure that prime age workers receive the necessary support services, resources, and referrals to succeed in their training programs.
5. Communicate regularly with external partners, such as educational institutions, training providers, government agencies, and industry partners, to coordinate services, resolve issues or challenges, and hold them accountable to their commitments to prime age workers.
6. Facilitate regular check-in meetings with prime age workers and their support team, including internal and external partners, to review progress, address concerns or obstacles, and adjust plans as needed to ensure success.
7. Document all interactions, progress, and outcomes related to prime age workers' training plans accurately and thoroughly in the organization's database or electronic records system.
8. Identify and address systemic barriers or challenges that may impact prime age workers' ability to successfully complete their training plans, advocating for policy changes or program improvements as needed.

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9. Monitor and evaluate the effectiveness of the accountability process, collecting feedback from prime age workers, internal partners, and external partners to identify areas for improvement and implement solutions.
10. Participate in team meetings, trainings, and professional development activities to enhance your skills and knowledge and contribute to the overall effectiveness of the Prime Age Worker Support Program.

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.
3. Knowledge of career development strategies, training programs, and educational pathways relevant to prime age workers seeking to enter new careers.
4. Proficiency in computer skills, including experience with database systems, word processing, and email.
5. Ability to work independently and as part of a team, with a collaborative and solution-focused approach to supporting prime age workers in their training and career development journey.
6. Commitment to maintaining confidentiality and privacy of client information, and adherence to ethical standards and professional boundaries.
7. Empathy, compassion, and a genuine desire to help prime age workers achieve their full potential and succeed in their chosen careers.
8. 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.

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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.