



EDA Recompete – Eastern Kentucky Social Enterprise Accelerator (SEA) – SEA Coordinator

Shaping Our Appalachian Region (SOAR) is hiring a full-time position to oversee activities related to its Eastern Kentucky Social Enterprise (SEA) component project under its Phase II application to the EDA Recompete Pilot Program. This role involves programming and event management, strategizing and providing resources to help participants develop and achieve objectives, facilities management, partnership building, technical assistance oversight, mentorship development, outreach and recruitment and monitoring and evaluation of the SEA. 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 SEA Project Manager.

Duties and Responsibilities:

1. Actively manage the programming and coordination of the SEA.
 - Coordinate all aspects of the SEA program, including recruitment, selection, onboarding, mentorship and program events.
 - Oversee a team of program facilitators, mentors, and staff.
 - Ensure effective communication and coordination within the team to achieve shared goals and objectives.

2. Support SEA Hub and Satellite Offices.
 - Coordinate programming and events at all spaces, to include remote programming and work.

3. Oversee business support and program development of the SEA.
 - Work with partners and staff to approve curriculum for accelerator programming.
 - Provide hands-on support and guidance to participants, helping them refine their business models, strategies, and execution plans.
 - Connect startups with relevant mentors, advisors, industry experts, and potential investors to facilitate their growth and success.
 - Conduct regular check-ins with startups to assess their progress, address challenges, and provide actionable feedback.

4. Coordinate and develop SEA workshops and educational events.
 - Work with SEA Project Manager to develop and organize all events.
 - Provide expertise towards training and technical assistance when applicable.
 - Coordinate with partners and facilitate events and space.

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5. Conduct outreach and recruitment activities for SEA and potential participants.
 - Develop engagement priorities and processes for ongoing outreach.
 - Work with SEA Project Manager to develop and implement strategies to attract social enterprises focused on childcare, housing and transportation.
6. Cultivate and maintain relationships with key stakeholders, including investors, corporate partners, industry leaders, and other ecosystem players.
 - Leverage network to create valuable opportunities for startups, such as pilot projects, partnerships, and funding opportunities.
7. Work with the SEA Project Manager and staff to implement a high level mentorship program.
 - Conduct ongoing outreach and recruitment of mentors.
 - Coordinate activities related to mentoring team building.
 - Coordinate monthly mentor meetings and develop evaluation methods to maintain an innovative and effective program.
8. Conduct continuous monitoring and evaluation of the SEA and report to the SEA Project Manager
 - Develop KPIs and metrics to track the performance and impact of the accelerator program.
 - Prepare comprehensive reports and presentations for internal and external stakeholders, showcasing the achievements and outcomes of the accelerator program.

Expectations

- Strong interest in increasing prosperity in Eastern Kentucky communities.
- History of identifying and supporting marginalized populations inside underserved communities.
- Working knowledge of Entrepreneurial-Led Economic Development. Strong understanding of startup dynamics, business models and growth strategies. Proven experience in entrepreneurial ecosystem development, business incubation, or a related field preferred.
- Experience in building regional systems and partnerships. Excellent networking and relationship-building skills. A track record of engaging with investors, mentors, and industry partners preferred.
- Proven experience in project development and implementation. Familiarity with relevant tools and technologies for program management, data analysis and communication preferred.
- 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.

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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
- 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.