



EDA Recompete – Appalachian Digital Career Academy – Remote Work Employer Coordinator

Shaping Our Appalachian Region (SOAR) is hiring a full-time Remote Work Employer Coordinator for its *Eastern Kentucky Runway* project, which connects prime age employment gap (PAEG) individuals to employment opportunities. This role will spearhead employer outreach efforts, which means identifying remote work opportunities and building relationships with the national employers hiring for them. Working with other staff from the Appalachian Digital Career Academy, this position will work hard to fill open remote positions with PAEG workers enrolled in the *Eastern Kentucky Runway*. 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 ADCA Project Manager.

Duties and Responsibilities

1. **Employer Outreach:** Develop and execute a comprehensive strategy for identifying and engaging remote work employers across various industries, including technology, customer service, administrative support, cybersecurity, and more.
2. **Partnership Development:** Cultivate relationships with employers, HR departments, and recruitment agencies to understand their hiring needs, promote the benefits of Eastern Kentucky talent, and establish partnerships to facilitate job placements for PAEG workers.
3. **Data Tracking and Reporting:** Maintain accurate records of employer interactions, job placements, and outcomes, and prepare regular reports to track progress, measure success, and identify areas for improvement.
4. **Continuous Improvement:** Stay informed about remote work trends, employer needs, and industry developments, and incorporate feedback to enhance employer engagement strategies and program effectiveness.
5. **Tech Stack:** Use tools like LinkedIn Sales Navigator, ZoomInfo, and HubSpot to build contact sequences to targeted remote employers leveraging email, phone, and social media campaigns.

Expectations

1. **Relationship Building Skills:** Excellent interpersonal and communication skills, with the ability to establish rapport with employers, advocate for program objectives, and negotiate partnerships effectively.
2. **Sales or Recruitment Experience:** Demonstrated experience in sales, business development, recruitment, or a related field, with a track record of success in prospecting, pitching, and closing deals.

SOAR

3. Knowledge of Remote Work: Familiarity with remote work practices, tools, and technologies, and an understanding of the benefits and challenges associated with remote employment.
4. Community Engagement: Passion for community development and a commitment to empowering individuals from underserved communities to access remote work opportunities and economic mobility.
5. Organizational Skills: Strong attention to detail, time management, and organizational skills, with the ability to manage multiple priorities and deadlines in a fast-paced environment.
6. Tech-Savvy: Proficiency with digital tools and platforms used for outreach, networking, and relationship management, such as CRM software, social media, email marketing, and video conferencing tools.

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

Apply Now

Please apply [here](#).

SOAR

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.