

Community Action Kentucky – Program Administrator

We're Hiring! Community Action Kentucky is looking for qualified individuals to join our team. CAK is the State Association for Kentucky's 23 Community Action Agencies. We offer participation in the KRS/CERS retirement plan, health insurance and other benefits to eligible employees. As a 501(c)(3) employees may be eligible to participate in the Public Service Loan Forgiveness (PSLF) program for student loans.

We're interested in people who:

- Will strengthen Kentucky's Community Action Network.
- Display strong Customer Service skills.
- Demonstrate that team success is their success.
- Embrace the use of technology and love data.
- Enjoy solving problems and are driven to continuously improve.
- Love learning new things and enjoy sharing their knowledge with others.
- We're particularly interested in people who have a background in LIHEAP, Weatherization, CSBG, ROMA, Grant Writing, or Grant Administration.

Examples of Duties:

- Provide Training and Technical Assistance to CAK's members including: identifying training needs; creating best practices and operational manuals; hosting training sessions; providing policy interpretation and guidance; serving as a subject matter expert.
- Manage assigned contracts and ensure that CAK meets its deliverables and reporting requirements.
- Develop and maintain a working knowledge of assigned programs as well as issues and trends in Community Action.
- Use technology to manage programs, improve processes and report results.
- Build positive working relationships with Community Action Kentucky's 23-member community action agencies; local, state and federal government; as well as CAK's network of partners.

Job Requirements:

- Bachelor's or higher degree in a Business Management, Political Science, Social Work (Macro), Organizational Leadership, non-profit management, public policy, public administration, or other related field preferred. Equivalent work experience may be substituted for education.
- Ability to understand and meet contract requirements and deliverables.
- The ability to think independently, solve problems, organize tasks, and efficiently handle multiple assignments at once with little supervision.
- Possess excellent written and verbal communication skills.
- Embrace and use technology.
- Demonstrate an attention to detail and accuracy.
- Display strong Customer Service skills.

To Apply:

Email resume to: PA2017_06@capky.org