

Community Action Kentucky – Program Manager

We're Hiring! Community Action Kentucky is looking for qualified individuals to join our team as a Program Manager.

We're interested in people who:

- Want to 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 making things better.
- Love learning new things and enjoy teaching others.
- Want to make a difference for the people of Kentucky.

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.
- Develop and implement program policies and procedures.
- Develop and maintain positive working relationships with Community Action Kentucky's 23-member community action agencies as well as local, state and federal government and network partners.
- Meet all assigned program contractual and reporting requirements.
- Insure all assigned programs operate within budget and contractual guidelines.
- Maintain a working knowledge of assigned programs as well as issues and trends in Community Action.

Job Requirements:

- Bachelor's degree in a business management, 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.
- 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
- Demonstrate an attention to detail and accuracy.
- Display strong Customer Service skills.

To Apply Email or Mail Resume by March 10, 2017:

Email resume to: PM2017@capky.org

Or mail resume to:

Attn: Program Manager
Community Action Kentucky
101 Burch Court
Frankfort KY 40601