

Community Action Kentucky- Support Lead

Do you want to feel challenged? Do you want to learn more about the impact that data can have?

Community Action Kentucky, a Non-Profit association, is looking for new team members to join us as we build and support our statewide network of organizations and enhance the positive impact Community Action has across the state.

This role would report to the Executive Director and works under the guidance of Executive Management.

We're interested in people who:

- Like working with a Team.
- Comfortable with technology.
- Enjoy solving problems.
- Are driven to continuously improve.
- Enjoy sharing their knowledge with others.
- Want opportunities for training and development.

Examples of Duties:

- Provide Training and Technical Assistance.
- Work with other CAK staff to create best practices and operational manuals; identify training needs; serve as a subject matter expert.
- Develop and maintain a working knowledge of Community Action operations.
- Use technology to build reports, improve processes, and report results to show impact.
- 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 degree or higher, preferably (but not limited to) Business, Computer Information Systems, Social Work (Macro), Organizational Leadership, non-profit management, public policy / administration, or other related field. Equivalent work experience may be substituted for education.
- The ability to think independently, solve problems, organize tasks, and efficiently handle multiple assignments at once with little supervision.

As a 501(c)(3), employees may be eligible to participate in the Public Service Loan Forgiveness (PSLF) program for student loans.

To Apply: Email resume to: applySL18@capky.org