

Big Sandy Area Community Action Program is looking for a Special Projects Coordinator to join our team and assist in developing our new services.

Position Summary: Primarily responsible for planning, coordinating, and implementing special projects designed to expand services and increase outreach efforts to low income residents. This position would begin as a telecommuting position, but will transition to working on site.

Job duties and details:

- Planning, developing, and implementing projects identified in the CSBG-CARES plan.
- Monitoring program operations, activities, and services to ensure compliance with funding regulations
- Monitoring customer and staff work in web-based database
- Conducting weekly meetings with CARES staff to share information and monitor goal progression
- Submitting regular reports to management and funding source.
- Providing support and conducting training for staff

Qualifications:

- Bachelor's degree in Business or related field is required.
- Professional experience in leading and directing social programs
- Sensitivity to the needs of low-income families
- Ability to analyze data and generate reports
- Ability to manage multiple projects while meeting deadlines
- Valid driver's license and access to an automobile.
- Hire subject to policies on background check and drug screening.

Minimum Telecommuting Requirement:

- A Windows 10 computer or laptop with automatic updates enabled and anti-virus software
- Internet Access
 - Minimum upload speed of 3Mbps/Minimum download speed of 10 Mbps

Starting Salary

\$12.50 per hour

Benefits

- Health, Vision, and Dental insurance
- Life Insurance
- Kentucky Retirement (CERS)
- Generous paid time off, including 13 paid holidays
- Mileage reimbursement for required travel

**Qualified applicants may submit resume or application to:
BSACAP, ATTN: HR Manager, 230 Court St, Paintsville, KY 41240.
Closing date for applications is July 17, 2020**

Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals. This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act and the U.S. Department of Health and Human Services. This position is funded by the CARES Act.

