

Community Action Kentucky – Program Lead



We're Hiring! Community Action Kentucky is looking for qualified individuals to join our team and make a difference for Kentucky.

We're interested in people who:

- Are motivated to make a difference.
- Display strong Customer Service skills.
- Understand that team success is their success.
- Embrace the use of technology and 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:

- Manage assigned contracts and programs and ensure that CAK meets its deliverables and reporting requirements.
- 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.
- Uses technology to communicate, 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.

About CAK:

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. Open to flexible schedules and working arrangements. Website: www.capky.org

Apply by sending a resume to: ProgramLead0919@capky.org