

Resource Development Navigator

The Pennyrile Area Development District (PADD) is seeking a qualified individual for a Resource Development Navigator (RDN) position. The main duties are to provide rehabilitation, employment and training resources for eligible participants to encourage continuing participation in the labor force. The successful candidate will greet a diverse population; provide resources in person, by email and using a multi-line telephone along with performing various functions to assist the participants in obtaining employment and training resources in this position. The RDN position will support multiple agencies in a collaborative office setting and perform miscellaneous rehabilitation, employment and training tasks provide referrals and related work for partners as necessary related to encourage participation in the labor force for eligible participants. The successful candidate must have excellent organizational and communication abilities, computer and word processing skills, basic data entry skills and the ability to handle multiple tasks simultaneously. A high school graduate or equivalent plus two (2) years experience is required. PADD offers a dynamic work environment. This position will remain open until filled. Mail resume and cover letter to: Alisha Sutton, Administrative Officer, Pennyrile Area Development District, 300 Hammond Drive, Hopkinsville, KY 42240. PADD is an Equal Opportunity Employer.