

INDIANA 15 REGIONAL PLANNING COMMISSION PROJECT ADMINISTRATOR

This full-time in office position is responsible for writing and administration of community and economic development grants, and management of grant financials for state and federally funded projects within the six-county district. Training will be provided.

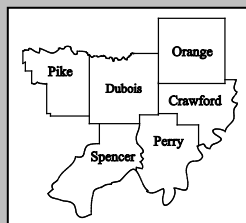
Preferred Requirements/Skills:

- Bachelor's degree or relevant experience in public sector or non-profit work, or grant writing/administration
- A driven passion for working toward a better community
- Proficient in office technology
- Self-motivated with strong organizational and time-management skills
- Strong written and verbal communication skills
- Ability to work with minimal supervision
- Ability to conduct public meetings including some night meetings
- Work effectively with government officials, civic leaders and other regional stakeholders
- Ability to research and present information in a clear and concise manner
- Access to transportation

Indiana 15 RPC offers a competitive salary and benefits package including group medical, vision & dental insurance, public pension, compensatory leave, and paid vacation/holiday/sick leave.

Please send the following:

- Cover letter
- Resume
- Sample of previous written work
- References



EXECUTIVE DIRECTOR

Indiana 15 RPC
221 E. First Street
Ferdinand, IN 47532

Or email to:
staff@ind15rpc.org

Equal Opportunity Employer