

EMPLOYMENT OPPORTUNITY DESCRIPTION

Community Development Representative

Brief Organization Description

The North Central Regional Planning Commission is a quasi-governmental organization with membership from cities and counties in a twelve-county area of north central Kansas. The mission of the NCRPC is to advance rural Kansas through comprehensive planning and development services. It strives to serve the community development, housing, and business finance needs of the area through the recognition of gaps that exist in the general human and physical infrastructures of the region, and then identify, create and sometimes implement means to fill those gaps and address issues.

POSITION DESCRIPTION

Deadline to Apply

Position is open until filled.

Job Title

Community Development Representative

Description

Do you have experience with public and private sector engagement, skills in writing, solving problems, time management, organizing multiple projects simultaneously, and communication? North Central Regional Planning Commission is recruiting a highly talented person to help deliver lasting, tangible results for our communities. Public speaking to small groups is valued as is being goal-oriented. One of the position objectives is to be able to become a community development block grant program administrator. Training will be provided for project planning and administration duties. The successful candidate will at times work in project teams with other organization staff and with local community representatives to address community and economic development concerns. The employee will report to the Executive Director and work independently and/or with other members of the staff on various assignments. Must have a willingness to attend evening meetings with potential to earn compensatory time, as well as travel regularly to surrounding cities and counties.

NCRPC is an attractive team-oriented work environment. North Central Kansas is a great place to reside. Full-time starting salary is competitive for this environment and is largely dependent upon qualifications. A sound fringe benefit package exists.

Experience and Attributes

All candidates should have attributes and experiences such as a Bachelor's Degree in Community Development, Planning, Geography, Political Science, Economics, other Arts and Sciences, Business or an Associate's Degrees in similar fields with at least three (3) years' experience working in a community-oriented setting. Prior experience with community development is useful, but not mandatory. The NCRPC works with a variety of state, federal, and foundational program funding sources. Proficiency with Adobe Acrobat and Microsoft Office (Word, Excel, and PowerPoint) is helpful. Must possess a valid Kansas Driver License and have a clean driving record.

Submittal Requirements

Submit a cover letter and resume with three professional references to North Central Regional Planning Commission, P.O. Box 565, 109 N Mill, Beloit, KS 67420-0565 or e-mail to executivedirector@ncrpc.org - Subject Line: CDR Employment Opportunity. Contact Amanda Horn or Brianne Beck at NCRPC at (785) 738-2218 with questions. The entity website is www.ncrpc.org.