

Employment Opportunity

# WE'RE HIRING

## **Program Assistant**

### **Job Description:**

This position will provide customer service to clients, process paperwork including applications, track progress on housing projects, track work completion on projects and houses, among other various office tasks. This is a support role to primarily the Weatherization Program, but also assists other programs as needed.

### **Experience & Attributes:**

The position requires skills in writing, solving problems, time management, organizing multiple projects simultaneously, and communication. The Program Assistant must be very detail oriented. North Central Regional Planning Commission is recruiting a highly skilled and experienced administrative individual who can thrive in this fast-paced administrative role. Training will be provided. The successful candidate will at times work in project teams with other staff as well as working independently on various assignments.

### **About NCRPC**

The North Central Regional Planning Commission (NCRPC) is a quasi-governmental organization based in Beloit, Kansas, with membership representing cities and counties across a twelve-county region in 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.



**North Central Regional  
Planning Commission**

*Serving Kansans Since 1972*

## Salary and Benefits:

NCRPC provides a professional, team-oriented environment. This full-time position has a competitive starting wage and extensive benefit package including KPERS retirement, health insurance and generous PTO.

## Minimum Qualifications:

All candidates should have, at a minimum, a High School Diploma with an Associate's Degree and two years' experience in an administrative position preferred. 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.

## Deadline to Apply:

Position is open until filled.

## Job Title:

Program Assistant

## Location:

This position is based in our main office in Beloit, Kansas.

## How to Apply:

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:  
officemanager@ncrpc.org  
Subject Line: Program Assistant  
Employment Opportunity

Contact NCRPC at (785) 738-2218 with questions. The entity website is [www.ncrpc.org](http://www.ncrpc.org). Please direct questions to Pepper Roberg.

*The NCRPC is an Equal Opportunity Employer.*



Send your resume with three professional references & cover letter to:

Email: [officemanager@ncrpc.org](mailto:officemanager@ncrpc.org)



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