

Employment Opportunity

# WE'RE HIRING

## Community Development Representative

### Job Description

Do you have experience with public and private sector engagement, skills in writing, solving problems, time management, organizing multiple projects simultaneously, and communication? The North Central Regional Planning Commission is recruiting a highly talented person to help deliver lasting, tangible results for our communities. This position is heavily focused on community planning, grant writing and project management. The ability to study and understand program restrictions and stay current on changing requirements is essential. Public speaking to small and mid-size groups is important as is being goal-oriented and self-directed. Informal training will be provided for project planning and administration duties. The employee will report to the Assistant Director and work independently and/or with other members of the staff on various assignments with local community representatives to address community and economic development concerns. Must have a willingness to attend evening meetings with potential to earn compensatory time, as well as travel regularly to surrounding cities and counties. This position requires attention to detail, strong time management skills and the ability to meet deadlines.

### 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 is an attractive, fast-paced team-oriented work environment. We offer flexible schedules, generous PTO and holiday leave as well as a generous fringe benefit package including access to health insurance and KPERS retirement. Full-time starting salary is competitive for this environment and is largely dependent upon qualifications and experience.

## Experience and Attributes

All candidates should have attributes and experiences such as a Bachelor's Degree from Arts and Sciences (e.g., Community Development, Planning, Geography, Political Science, or Economics) or Business. Associate's Degrees in similar fields with at least three (3) years' experience working in a community-oriented setting are also acceptable. Experience may be substituted for the above educational requirements. Prior experience with community development is useful, but not mandatory. The NCRPC works with a variety of state, federal, and foundation program funding sources. Proficiency with Adobe Acrobat and Microsoft Office (Word, Excel, and PowerPoint) is helpful. Must possess a valid Kansas driver's license and have a clean driving record.

## 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: CDR 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.

## Deadline to Apply

Position is open until filled.

## Job Title

Community Development Representative

## Location

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

*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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