

WE'RE HIRING

Housing & Community Development Representative

General Purpose

The Housing & Community Development Representative works with the Housing Director in developing housing opportunities and resources for the region that can be accessed through the NCRPC. Work involves representing the NCRPC in its efforts to establish and maintain quality housing within North Central Kansas; and being mindful of State and Federal assistance contract opportunities. This position will also assist with community development projects such as grant writing and project management.

Essential Duties & Responsibilities

Participates in:

- Planning, developing & administering housing assistance, housing development and related programs.
- Maintaining a cooperative effort with agencies, neighboring jurisdictions, local non-profit organizations, industry representatives and the community at-large to generate resources and support.
- Identifying problems, assessing needs and housing market trends within communities.
- Providing technical assistance on projects as assigned.
- Delivering presentations on program services at public and management meetings as assigned.
- Assisting in identifying local, State and Federal funding sources for housing and related programs for communities.

Title: Housing & Community Development Representative

Organization: North Central Regional Planning Commission (NCRPC)

Location: Beloit, KS Main Office

Beginning Salary: Depending on Qualifications

Benefits: Kansas Public Employee Retirement System; Employee Health Insurance; Vacation and Sick Leave; Paid Holidays

About NCRPC

The NCRPC provides comprehensive planning and development services with a focus on innovative, community-led solutions. Programs and services include community development, business finance, housing, the Weatherization Assistance Program, and fiscal agent services for the Homeland Security Program. Its primary service area includes a 12-county region in North Central Kansas.



**North Central Regional
Planning Commission**

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Desired Minimum Qualifications

Education and experience:

- Valid high school diploma or equivalent.
- At least two (2) years of college education at a technical school, community college or higher level, preferred.

Necessary Knowledge, Skills and Abilities:

- Ability to work well with people.
- Ability to communicate both verbally and in writing.
- Ability to work independently and complete daily activities with minimum supervision.

Special Requirements

- Must be capable of being bonded to be a Notary Public
- Must possess a valid driver's license and a clean driving record
- Must be able to accommodate the following physical demands: The employee will walk, stand, sit and type each day, sometimes for prolonged periods of time. Travel is a common experience, so the employee must be able to both drive and ride for up to 2 hours one way at a time. Overnight travel is infrequent, but sometimes required, as is out of state travel from time-to-time, especially for annual training.
- Must be willing to attend periodic evening meetings.

Work Environment

The primary work environment is composed of twelve (12) counties and eighty-three (83) small, very small and medium sized communities. Social and economic conditions within this region vary from extremely rural to semi-urban.

Position Description updated May 18, 2026

Supervision Received

Reports to the Assistant Director.

Supervision Exercised

Assists in overseeing all housing-related programs administered by the NCRPC. Provides programmatic support in housing and community development.

Application Guidelines

Submit a cover letter and resume with three professional references to:
officemanager@ncrpc.org
Subject Line: Housing & Comm Dev
Employment Opportunity

A rating of education and experience will occur and an oral interview, reference check; and job related tests may be required.

Contact Pepper Roberg, Director of Operations-NCRPC at (785) 738-2218 with questions.

Deadline to Apply

Position is open until filled.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The NCRPC is an Equal Opportunity Employer.



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

Email: officemanager@ncrpc.org



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www.ncrpc.org

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