



Greater Wabash Regional Planning Commission

Job Title:Community Development
Coordinator**Date:**

July 15, 2021

Job Description:**1 | SUMMARY OF FUNCTIONS:**

Works to assist community seek out funding opportunities. Works closely with municipalities and county governmental systems. May also function as representative of and/or assistant to Executive Director as assigned.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

- Arranges for and holds meetings with communities.
- Works closely with chief elected officials, engineers or architects, and any other appropriate personnel.
- Communicates regularly with chief elected officials.
- Writes concise, accurate, and persuasively.
- Assists the Executive Director in working with community leaders to interpret their needs.
- Attends workshops and other related meetings to stay current with regulations.
- Keeps detailed and accurate records of all projects.
- Travel in and out of the area required. Some overnight.
- Assists Executive Director with the Revolving Loan Fund Program
- Other duties as assigned.

3 | ORGANIZATIONAL RELATIONSHIPS:

Reports directly to the Executive Director.

Job Location:

Albion, IL

Job Role:Community Development
Coordinator**Employment
Type:**

Employee

Employment Status:

Full-time

**Manages
Others:**

No

Salary Rate:**Number of
Positions:**Two: One Full time,
One Part Time**Requirements/Skills:**

- Proficient in MS Office Applications such as Word, Excel, PowerPoint, among others.
- Must have Bachelor degree in Business Administration, Planning, Geography, or related field. Experience in working with governmental agencies or other regulatory bodies and demonstrated ability in complying with regulations strongly preferred. Should demonstrate exceptional language art skills. Must be able to work under time constraints. Must be highly organized. Must have computer skills. Must have reliable transportation.