

POSITION DESCRIPTION

POSITION TITLE: Transportation & Community Development Planner
IMMEDIATE SUPERVISOR: OMEGA's Director Infrastructure & Community Development
SALARY RANGE: \$45,000 - \$54,000

The Ohio Mid-Eastern Governments Association (OMEGA) has an immediate opening for a Transportation & Community Development Specialist. An associate or bachelor's degree in planning, public or business administration, journalism or related fields and three years of experience in their respected field is preferred; however, recent college and career center graduates are also encouraged to apply.

POSITION SUMMARY

The Transportation & Community Development Planner will be responsible for executing critical grant-writing management tasks and community engagement within OMEGA's service areas, which span across 10 counties. The Planner will work under the supervision of OMEGA's Director of Infrastructure & Community Development with tasks divided between transportation and community development. The position is ideal for an early- to-mid-level professional seeking an opportunity to engage in impactful local planning and grant-writing as they relate to infrastructure and community development in communities throughout mid-eastern Ohio.

QUALIFICATIONS FOR APPOINTMENT

KNOWLEDGE, SKILLS, AND ABILITIES:

A high degree of competency in local community engagement, with a proven ability to guide local planning and development officials through successful transportation, infrastructure and/or community development grant applications is critical. The ideal candidate will convey strong interpersonal and writing skills, a superior ability to organize complex processes such as grant-writing, program management, and an overall attention to detail and time management to aid in OMEGA's reporting to the state and federal governments. Knowledge of and experience within the Appalachian region is beneficial. Duties include researching funding opportunities, providing program updates, developing funding strategies, and meeting with local communities, non-profits, and state and federal agencies. The selected candidate will also provide training on grant writing and funding opportunities to local constituents and internal staff.

EDUCATION AND EXPERIENCE:

Candidates should hold an associate or bachelor's degree from an accredited college or university in the fields of political science, public administration, economics, city planning, business administration, journalism, communications, or a similar field. Candidates should have a minimum of three years of experience in their respective degree and an eagerness to grow their knowledge in transportation, infrastructure, and community development.

Ability to lead and facilitate community and economic planning activities and strong communication skills (verbal and written) are required. Evening availability and regional travel are required. This is a full-time, 40-hour per week, hybrid position, and salary is based upon education and experience. Please submit a cover letter, resume/CV, and contact information for at least three relevant professional references by March 15, 2024, to Executive Director, Dr. Vicki King-Maple, VMaple@omegadistrict.org

OMEGA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin (ancestry), disability, genetic information, age (40 years or older), sexual orientation, or military status (past, present, or future).