

## **Community Development Specialist**

The Ohio Mid-Eastern Governments Association has an immediate opening for a Community Development Specialist. A Bachelor's degree in public administration or planning with a focus on community development and funding administration and/or a minimum of five years experience in funding administration for public infrastructure and other community and economic development projects is required. Knowledge of federal and state grant/loan programs preferred. The selected candidate will prepare funding applications and provide funding administrative services for communities and non-profits within OMEGA's ten county region. Other duties include researching funding opportunities, project planning, providing program updates, developing funding strategies, preparing environmental reviews, 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 and be able to conduct environmental reviews as required by various funding programs and serve as the liaison to the Ohio Public Works Commission Natural Resources Assistance Council for District 14. Evening availability and regional travel will be regularly required. This is a full-time 40-hour per week position and salary is based upon education and experience.

Please submit a cover letter, resume and contact information for at least three relevant professional references **January 20, 2023** to:

Ms. Cindi Metz  
Ohio Mid-Eastern Governments Association  
326 Highland Avenue, Suite B  
Cambridge, OH 43725  
[cindim@omegadistrict.org](mailto:cindim@omegadistrict.org)

The Ohio Mid-Eastern Governments Association 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).