

## ***PROJECT ASSISTANT***

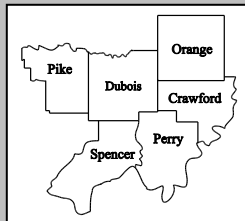
### ***INDIANA 15 REGIONAL PLANNING COMMISSION***

This position opening involves writing and administration of community and economic development grants, and management of grant financials for state and federally funded projects within the six-county district.

The successful applicant will have a bachelor's degree in planning, public administration, business finance, or related degree, or comparable work experience, strong organizational and time-management skills, strong written and verbal communication skills, and will be able to conduct public meetings including some night meetings. Access to transportation is required. Experience with Excel and Word software programs is preferred. Self-motivation and self-supervision are necessary qualities.

Indiana 15 RPC offers a competitive salary, compensatory leave, public pension and deferred compensation plans, group medical insurance, and paid vacation / holiday / sick leave within the atmosphere of an award-winning, dedicated team of professionals.

Send cover letter, resume, writing sample, and references by April 5, 2022 to:



#### **EXECUTIVE DIRECTOR**

**Indiana 15 RPC  
221 E. First Street  
Ferdinand, IN 47532**

**Or email to:  
staff@ind15rpc.org**

Equal Opportunity Employer