

PROJECT ASSISTANT

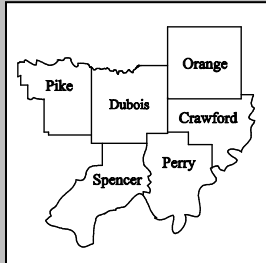
INDIANA 15 REGIONAL PLANNING COMMISSION

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

The successful applicant will have a college degree in regional planning, public administration, business finance, 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. 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 to:



EXECUTIVE DIRECTOR

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

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

Equal Opportunity Employer