

Economic Development Coordinator/Planner

- Employer:** South Central Illinois Regional Planning & Development Commission
- Job Location:** Salem, Illinois 62881
- The Position:** The Regional Planning Commission/Economic Development District is seeking a qualified individual to fill a full-time, salaried position as part of a staff of six professionals. The Economic Development Coordinator/Planner will work as a part of a team to lead the area's ongoing economic planning, business development efforts and staff technical assistance on behalf of local elected and appointed public officials, local development organizations and area businesses. The successful candidate will assume the primary responsibility for annually fulfilling the Economic Development District's scope of work under an ongoing planning grant from the US Economic Development Administration (EDA). The individual will also work on area wide projects, discharging a variety of grant writing, planning, mapping, business, community development, mapping, and some loan packaging functions as well.
- Qualifications:** The Economic Development District would prefer candidates that have an bachelor's or Master's Degree in Urban & Regional Planning, Public Administration, Business Administration, Geographical Information Systems (GIS), or a similar course of study and some practical work experience in a related field. Any related experience at the local, regional, state or federal level is desirable but not a requirement for consideration. In addition, any prior knowledge of state or federal grant and/or loan programs is also considered to be desirable, but not essential. Proficiency in Microsoft Office Suites a must. Experience in Geographic Information Systems desired, but not required.
- Compensation:** Entry level salary is \$35,000-\$40,000 annually commensurate with education and qualifications. The position includes a full range of fringe benefits including: paid holidays; vacation and personal days; sick leave; along with a stipend of up to \$725 monthly to be used for the purchase of health and life insurance, also a provision a of a tax deferred employee retirement programs provided. The candidate selected will be provided with a fully equipped office and access to the agency's staff car for business use.
- Deadlines:** Resumes should be submitted by December 23th, 2014. The Economic Development District is an equal opportunity employer. Candidates must provide a(n):
1. Employment Application (www.scirpdc.com)
 2. Current resume' of the applicant's qualifications (required)
 3. A writing sample (required)
 4. GIS Portfolio or samples of work, if applicable
 5. Other information pertinent to the job description may be included
- Personal interviews with the most qualified candidates who merit a personal interview will be scheduled by the Executive Director in early January leading to an offer of Employment in mid-January, 2015 contingent upon passing a drug test, criminal background check, and proof of educational credentials. The selected candidate will be expected to report to work by no later than 14 calendar days following the acceptance of employment.
- Submissions:** James Patrick, Executive Director
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