

Economic Development Planner

Employer: South Central Illinois Regional Planning & Development Commission

Job Location: 120 S. Delmar Ave., Suite A 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 role and responsibility of 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, executing a variety of grant writing, planning, mapping, business, community development, and some loan packaging functions as well.

Qualifications:

The Economic Development District would prefer candidates that have a 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 \$40,000-\$43,000 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 \$850 monthly to be used for the purchase of health and life insurance, and participation in a tax deferred employee retirement program. 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 as soon as possible. The Economic Development District is an equal opportunity employer. Candidates must provide a(n):

1. Employment Application found at scirpdc.com/Downloads/EmploymentApp.pdf (required)
2. Current resume' of the applicant's qualifications (required)
3. A writing sample (required)
4. Other information pertinent to the job description may be included

Submissions:

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