

Project Specialist

The Region VII Planning and Development Council (PDC) is one of eleven (11) planning and development councils in the state of West Virginia that was established by legislation in 1972. The Council is part of a statewide network of cooperating organizations that provide a strategic array of services to support community and economic development, planning and inter-governmental cooperation. Region VII PDC serves a total of 31 jurisdictions which include the seven counties of Barbour, Braxton, Gilmer, Lewis, Randolph, Tucker and Upshur and the 24 municipalities therein.

Under the direct supervision of the Executive Director, the Project Specialist will assist with providing project development, management services, and technical assistance within Region VII Planning and Development Council's jurisdiction. The Project Specialist is expected to be self-motivated and have a strong desire and passion to provide a better quality of life for the residents of the region.

Duties and Responsibilities:

- Collaborate with clients to write and prepare grant applications for community and economic development projects;
- Assist with the completion of federal and state reports and compliance reviews;
- Conduct public meetings and/or public hearings;
- Research and provide census and other statistical data for projects;
- Organize and maintain project files for auditing and monitoring purposes;
- Maintain good-natured, cooperative relationships with the public, clients, and local governments while promoting the Region VII mission and brand.
- Assist with promoting and maintaining a favorable public image for Region VII in a variety of communications.
- Perform related duties as assigned by the Executive Director.

Skills and Educational Requirements:

- Excellent oral and written communication skills;
- Experience working with the public including local, state, and federal entities and officials.
- The ability to multi-task and help other project staff when needed.
- Knowledge of Microsoft Office and Quickbooks.
- Bachelor's degree from an accredited college or university preferred.
- Valid driver's license required.
- Knowledge of federal and state community and economic development program regulations; such as procurement regulations, financial management requirements, labor compliance requirements, and environmental regulations are a plus.
- Experience in developing and implementing broadband projects and Geographic Information Systems (GIS) a plus.

Salary and Benefits:

Salary will be based upon qualifications and experience.

Please submit an application with a cover letter and resume (please include references) to:

Region VII Planning and Development Council
99 Edmiston Way, Suite 225
Buckhannon, WV 26201
ATTN: Executive Director
swhitehair@regionvii.com

The application form is accessible on our website at www.regionvii.com/resources. Region VII Planning and Development Council is an equal opportunity employer and does not discriminate against gender, race, creed, color, national origin, sex, age or handicap individuals.