

Eastgate Regional Council of Governments (Eastgate)
Position Description

Position: Community and Economic Development Planner

Eastgate, a Regional Council of Governments and Metropolitan Planning Organization, is seeking a full time Planner to assist with area wide recommendations and serve as input to existing state, federal, and local programs. The employee will be supervised by the Director of Capital Planning. Expectations of the position include annual Comprehensive Economic Development Strategy (CEDS) updates for the region to remain in compliance, including, but not limited to, a description of potential economic development projects including job creation estimates for each, identification of economic clusters and sectors, and regional goals and objectives. This employee will lead and facilitate efforts to implement projects identified with the CEDS. Other job duties may include the review of various Eastgate work programs.

Tasks associated with this position may include, but not limited to:

- Working with other government agencies; the private sector and others to leverage resources and assess opportunities and implement strategies to grow the regional economy
- Coordinate the flow of information and the exchange of ideas related to economic development issues, policies, and programs with the Regional Economic Development Committee, Eastgate governing committees, and other economic development agencies and organizations in the District, and provide technical assistance to local communities related to economic development issues
- Prepare and submit required EDA reports
- Maintain economic and demographic databases, and make those databases available to various users
- Prepare, submit and/or administer applicable grants

Requirements:

- Bachelor's Degree from an accredited college or university in a related economic development or urban planning field, or a Master's Degree plus three years' experience in economic development planning or urban planning, or five years of practical experience in economic development planning or urban planning
- Must be able to work independently or as part of a team, meet deadlines, and possess good communication skills
- Ability to adapt to changes in project scope, deadlines, and priorities
- Proficiency in standard office computer applications and software including MS Word, Excel, and PowerPoint are required

Compensation: \$40,684.50 - \$51,500/year depending on experience
Paid vacation leave, sick leave, and holidays

Interested candidates should send resume, and a cover letter to:

James G. Kinnick, P.E.
Executive Director
Eastgate Regional Council of Governments
City Centre One, 100 East Federal Street, Suite 1000
Youngstown, Ohio 44503

ATTN: Joann Esenwein – Director of Capital Planning

Position is open until 2:00 p.m., Friday August 11, 2017

The Eastgate Regional Council of Governments is an Equal Opportunity Employer