

Eastgate Regional Council of Governments (Eastgate) - Planner

Position Description:

Eastgate, a Regional Council of Governments, Metropolitan Planning Organization, and Economic Development District, is seeking a full-time professional to join its Planning & Development team. This role will focus on economic development initiatives, with responsibilities in regional strategy implementation, stakeholder engagement, and providing technical assistance to communities in the region. The Planner will report to the Director of Planning and Development.

Responsibilities:

- Assist in the development and implementation of the Comprehensive Economic Development Strategy (CEDS) and associated updates.
- Conduct research and analysis on economic development trends, opportunities, and challenges to support regional initiatives.
- Collaborate with local governments, private sector entities, and community organizations to advance economic development projects.
- Serve as a point of contact for Eastgate's economic development programs at meetings, conferences, public events, and with the Economic Development Administration.
- Provide technical assistance to local communities regarding funding opportunities and project development.
- Coordinate with other Eastgate departments to integrate economic development efforts into broader regional planning initiatives.
- Prepare technical reports, presentations, and communications to promote economic development programs.

Qualifications:

- Bachelor's degree is required. Qualified candidates without a bachelor's degree will be considered and may be asked to provide writing samples.
- Ability to work collaboratively in a team environment and manage multiple priorities effectively.
- Comfortable speaking and presenting to groups at meetings and events.
- Strong writing capabilities, both technical and general language for the public.
- Proficiency in standard office computer applications and software including MS Word, Excel, and PowerPoint are required.
- Skills in time management to meet the needs of a variety of projects and deadlines.

Compensation: \$50,034 to \$77,025/year depending on experience

Benefits:

- Health, dental, vision, and life insurance.
- OPERS retirement plans with employer match; optional, pretax, deferred compensation program.
- Paid vacation, sick, and personal leave.
- 12 holidays.
- Hybrid work schedule; flexible start/end times.



About Eastgate:

Eastgate strives for a collaborative region of equitable opportunity with a robust economy, healthy environment, and the social capacity to support the creativity, diversity, and resilience of its people, places, and communities. Eastgate acts as a planning partner with its member communities to advance all modes of transportation and infrastructure projects toward completion.

Applying:

Interested candidates should send a resume and cover letter to:

James G. Kinnick, P.E. Executive Director
Eastgate Regional Council of Governments
100 East Federal Street, Suite 1000, Youngstown, Ohio 44503
ATTENTION: Lisa Pompeo, Office Administrator

Or by email to: apply@eastgatecog.org

This posting is open starting Tuesday, December 17, 2024, and accepting responses until the position is filled.

Eastgate Regional Council of Governments is an Equal Opportunity Employer

