



6100 Southport Road
Portage, Indiana 46368
(219) 763-6060
www.nirpc.org

NOW HIRING

in Indiana's Duneland in the Chicago metropolitan area

ECONOMIC DEVELOPMENT SPECIALIST

SUMMARY OF THE POSITION:

The Northwestern Indiana Regional Planning Commission is seeking a qualified individual to fill a temporary, grant-funded position of Economic Development Specialist. This position assists the Economic Development District Coordinator in providing economic development and planning assistance to communities in Lake, Porter, and LaPorte Counties. The position supports delivery of economic development resources under the Economic (EDA) Coronavirus Aid, Relief and Economic Security Act (CARES) Grants for NIRPC's planning activities to economic development goals and objectives.

The Economic Development Specialist assists NIRPC's communities with project applications, grant writing and project development for EDA CARES Act funding programs; provides technical assistance to local governments, business, regional entities and other stakeholder organizations in the economic recovery and resiliency from the pandemic; and assists with Economic Resiliency Planning and prepare economic data and analysis.

The Economic Development Specialist also manages the new CARES Act Regional Revolving Loan Fund (RLF) for Lake, Porter, and LaPorte Counties activities related to the coronavirus pandemic, and assists with RLF implementation through technical assistance and organizational capacity. The position markets the RLF, processes and services loans, reviews applications, prepares loan write-ups and recommendations, and assists bookkeeping, loan applications, and borrowers. The Economic Development Specialist also revises and creates RLF policies, procedures and loan documents to facilitate on-line completion and assists in establishing RLF loan committees and helps plan, prepare and conduct meetings.

All of these duties require the use of tact, strict confidentiality in the handling of sensitive information, excellent customer service, independent judgment, discretion, strong organizational skills, flexibility, attention to detail, and follow-through. The ideal candidate excels in communicating both verbally and electronically.

RESPONSIBILITIES AND DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Background and/or education in business management/administration
- Aptitude in the area of finance and loan management.
- Experience in using and manipulating Excel spreadsheets
- Excellent verbal and written communication skills
- Professional attitude and demeanor
- Excellent organizational and time management skills
- Attention to accuracy and detail with demonstrated proofreading ability
- Strong customer service ethic and ability, both internal to NIRPC staff and external partners, consultants, organizational partners, and the public

EDUCATION & EXPERIENCE:

Master's degree in planning, economic development, business management/administration or a related field preferred. A minimum bachelor's degree in planning, economic development or a related field is required. Professional planning and/or economic development experience is desirable.

COMPENSATION & SALARY:

- Grant-funded, temporary position / \$26.00 per hour
- NIRPC has a competitive benefits package, including twelve paid holidays and a flexible work schedule.

APPLICATION & TIMEFRAME:

To be considered for this position, please submit a brief, carefully-written cover letter and accompanying resume to:

Meredith Stilwell, Office Manager
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage, IN 46368-6409
mstilwell@nirpc.org

The position will remain open until filled in order to find the candidate with the best fit among professional qualifications, experience, and suitability to NIRPC's mission.

About Northwest Indiana...

Northwest Indiana combines an innovative spirit, beautiful Lake Michigan shoreline, and proximity to Chicago and its amenities. With major enhancements coming to the South Shore commuter rail system, the completion of over 190 miles of paved trails, an increasing number of streams cleared for recreational paddling, and a renewed focus on reinvigorating the walkability and charm of its communities, the region has gotten the attention of Indiana leaders as well as those across state lines to what the Chicago Tribune has called "The Affordable Shore."

Northwest Indiana is shoring up its economic resiliency, and the Economic Development Specialist will help enhance the quality of life in the region by connecting communities and businesses to the resources that will help them thrive.

