



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

NOW HIRING

in Indiana's Duneland in the Chicago metropolitan area

PROGRAMMING & GRANT ASSISTANT

Working to enhance the quality of life for nearly 800,000 people along the southern shore of Lake Michigan, the Northwestern Indiana Regional Planning Commission (NIRPC) is seeking an exceptional individual to assume primary responsibility for Programming & Grant Assistance to the Transportation and Finance Teams.

SUMMARY OF THE POSITION:

The Programming and Grant Assistant will report to the Chief Financial Officer and is responsible for supporting the Transportation and Finance Team's transportation investment programming and transit grants associated with NIRPC's role as the Metropolitan Planning Organization (MPO) for Lake, Porter, and LaPorte Counties in Indiana. The selected candidate will:

Support the Development and Management of the Transportation Improvement Program (TIP) (50%)

- Support the development and management of the TIP program of projects, ensuring project data accuracy, fiscal constraint, and timely amendment/modification administration.
- Collaboratively work with municipal and transit partners to review project funding applications, amendments, and modifications.
- Prepare monthly reports on financial position of the TIP including funds available, programmed, and obligated.
- Support Quarterly Tracking and Transportation Resources and Oversight Committee meetings.
- Other duties as needed.

Support the Transit Grant Writing and Management (50%)

- Working collaboratively with NIRPC's seven Federal Transit Administration (FTA) sub-recipients prepare and submit transit grants programmed in the TIP according to FTA regulations.
- Working with the Procurement Coordinator, manage executed grants to ensure proper use of funds, and spend down of grants before grant deadlines.
- Reconcile grants to ensure tracking documents balance with FTA figures.
- Other duties as needed.

Minimum Requirements

- Bachelor's degree or equivalent experience in Accounting, Finance, Public Management, or a related field where Microsoft Excel was used in coursework is preferred.
- Entry-level hourly position with 1-2 years prior experience in federal grant management, specifically in relation to federal reporting desirable.
- Practical knowledge, proficiency, and experience managing financial information in Microsoft Excel and other financial databases is required.
- Willing to work independently and on a team.
- Enthusiasm to continually learn/train to keep skills sharp and gain understanding of transportation planning principles, financial accounting guidelines and rules, and general requirements of Metropolitan Planning Organizations and Transit Operators.

The successful candidate will demonstrate the following through their written resume, cover letter, and in an interview:

- Creativity and critical thinking skills
- Ability to work independently and on a team
- Good customer service to internal and external clients
- Development and maintenance of strong professional relationships
- Contributor to positive team dynamics
- Management of their time and schedule
- Ability to communicate clearly and transparently
- Flexibility and an open mind
- Excellent attention to details and organizational skills

STARTING SALARY PARAMETERS:

\$45 - \$50,000 dependent upon qualifications or experience. NIRPC has a competitive benefits package, including health insurance, participation in Indiana Public Employees Retirement Fund, twelve paid holidays and a flexible work schedule.

APPLICATION & TIMEFRAME:

To be considered for this position, please submit all requested files to:

Meredith Stilwell, Office Manager
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage, IN 46368-6409
219-763-6060 fax 219-370-6303
mstilwell@nirpc.org

- A carefully written cover letter (single page),
- Resume (no longer than two pages), and
- Contact information for at least two professional references.

Application materials should be submitted to NIRPC no later than December 17, 2021, though 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.

Wondering about Northwest Indiana?

Called “the Affordable Shore” by the Chicago Tribune, Northwest Indiana combines an innovative spirit, beautiful Lake Michigan shoreline, and proximity to Chicago and its amenities with commuter rail access that is undergoing major expansion and service enhancements.

Northwest Indiana’s 41 communities each has its own unique character, providing everything from vibrant downtown restaurant scenes to growing arts districts to simple, small-town charm.

These communities provide Northwest Indiana with a rich but affordable quality of life, helped by a state constitution property tax cap, lower taxes than our Illinois neighbors, and lower housing costs overall within similar or better proximity to Chicago’s loop than many Illinois suburbs.

The Indiana Dunes National Park and coastal environs provide exceptional beaches, dunescapes, paddling opportunities, and access to over 150 miles of paved trails linking greenways, parks, and other recreational amenities throughout the region.