



Community Consultant

Panhandle Area Development District Scottsbluff, NE, USA

Community Planner/ Consultant

The Panhandle Area Development District (PADD) is seeking a Community Consultant. This position will focus on helping communities with economic development projects and general grant administration initially focused on broadband.

The Community Consultant reports to the Executive Director. The position is full-time and based in Scottsbluff, Nebraska. Along with its sister community, Gering, Scottsbluff is a bustling regional hub located in scenic Western Nebraska, less than 200 miles from both the Black Hills in South Dakota and the Colorado Front Range.

Responsibilities

The position will perform professional work in PADD member communities, such as economic development activities, housing, grant writing/administration, strategic planning and various economic development and community studies as well as facilitate community discussions. They will also work with local governments to manage and administer new and existing projects.

Minimum Qualifications

- Associate degree or experience in a related field/Bachelor's degree preferred
- Self-motivated, can work independently, and as a team player.
- Competent in the use of technology
- Detailed oriented with an ability to manage multiple tasks.
- Excellent written and verbal communication skills
- Will require travel in the 11 Panhandle counties/Must possess a valid driver's license
- Ability to work with local, state, and federal programs/Knowledge of these programs helpful.
- Ability to interpret and implement program requirements.
- Ability to become a Certified Administrator of Community Development Block Grants

Salary and Benefits:

Starting salary range between \$38,000 and \$45,000 per year depending on experience. Benefits include health insurance stipend, paid vacation, paid sick leave, and organization matched 403 retirement plan.