

Economic Development Planner

Entry level planning position to carry out tasks and studies within the Regional Economic Development element of the Commission's overall work program. Position is responsible for: maintaining working relationships with local, county, state and federal agencies; monitoring changes and opportunities in state and federal regulations and procedures relevant to economic development program creation and administration; leading and providing support on project teams as assigned; involvement with sub-committees and participation and coordination in various economic development organizations; preparation of applications and documentation for projects which are subject to review as specified by federal regulations or state law, and; participation/oversight in local contract projects as needed. A minimum of a bachelor's degree plus two years of practical experience is required. Applicant must possess a good knowledge of the principles, purposes, scope and techniques normally applied to urban and regional development planning, particularly with respect to economic development; good knowledge of research and statistical methods and sources of information and data related to physical, social and economic conditions, trends and growth; ability to prepare study designs and to coordinate the work efforts; and, the ability to write and speak effectively. GIS skills also a plus. Annual salary range of \$35,870 to \$41,008, dependent on qualifications, plus benefits package. Send resume and qualifications no later than October 11, 2011 to Eric Fowle, Executive Director, East Central Wisconsin Regional Planning Commission, 400 Ahnaip Street, Suite 100, Menasha, WI 54952. An Equal Opportunity Employer – M/F.