



6100 Southport Road  
Portage, Indiana 46368  
(219) 763-6060  
[www.nirpc.org](http://www.nirpc.org)

# NOW HIRING

*in Indiana's Duneland in the Chicago metropolitan area*

## ECONOMIC DEVELOPMENT SPECIALIST

### SUMMARY OF THE POSITION:

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

The Economic Development Specialist will also manage the new CARES Act Regional Revolving Loan Fund (RLF) for Lake, Porter, and LaPorte Counties activities related to the coronavirus pandemic and will assist with RLF implementation through technical assistance and organizational capacity. The position will help market the RLF, process and service loans, review applications, prepare loan write-ups and recommendations, and assist bookkeeping loan applications, and borrowers. The Economic Development Specialist will also revise and create RLF policies, procedures and loan documents to facilitate on-line completion and assist in establishing RLF loan committees and help 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.

- 8 years of professional planning and/or economic development experience
- Experience in business management/administration
- Knowledge 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:

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 and eight years of professional planning and/or economic development experience is required.

## COMPENSATION & SALARY:

- Compensation will be negotiated based on experience, education, certification, and proven competency.
- 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 carefully-written cover letter and resume, with 3 professional references, by September 11, 2020 to:

Meredith Stilwell, Office Manager  
Northwestern Indiana Regional Planning Commission  
6100 Southport Road  
Portage, IN 46368-6409  
Fax: 219-370-6303  
[mstilwell@nirpc.org](mailto:mstilwell@nirpc.org)

- **Application deadline is September 11, 2020, 4:30 pm. or until filled.**  
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 170 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 on the road to recovery, 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.