

PROJECT MANAGER POSITION

January 2015

The Northeast Georgia Regional Commission (NEGRC) is seeking qualified applicants for the position of Project Manager within the Planning & Government Services Division. The Project Manager is primarily responsible for providing community and economic development assistance to city and county governments and associated bodies in Northeast Georgia.

The ideal candidate will have broad experience in planning, community and economic development, and grant writing, as well as a successful record of having worked effectively with stakeholders representing diverse interests.

Required:

- Demonstrated verbal and written communication skills
- Strong organization and time management skills
- Experience implementing projects with elected officials, local government staff, and community stakeholders
- Bachelor's degree from an accredited college or university in relevant field

Preferred:

- Master's degree in Public Administration, Planning, Public Policy or related field
- Three to five years of related work experience

This position reports to the NEGRC's Director of Planning & Governments Services. For a complete list of duties, see <http://negrc.org/local-services.php> under "News."

The range for starting, annual salary is \$39,000-\$53,000 based on experience and qualifications. A complete resume and cover letter should be sent to: NEGRC, Attn: Julie Ball, Program Assistant, 305 Research Drive, Athens, GA 30605-2795 or email: jball@negrc.org. Review of received resumes will begin on February 11, 2015 and continue until the position is filled. No telephone inquiries accepted. The NEGRC is an Affirmative Action/Equal Opportunity Employer.