



Indiana Rural Community Assistance Program

JOB ANNOUNCEMENT

Job Title	Environmental & Rural Development Specialist
Location	Indianapolis office; in-state travel
Job Type	Temporary/Project -- May 2010 to May 2011
Industries	Nonprofit Organization, Environmental Science/Health, Planning, Community Development Financing

Education Requirement: Bachelor's Degree Preferred: Environmental Science/Health, Geography, Planning, Finance or related fields	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time (may become full-time) <input checked="" type="checkbox"/> Temporary (12 months)	Hours___40___ / week (FLEX-TIME) <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

Assist rural communities that require water or wastewater facility improvements in securing financing for project construction through the USDA-Rural Development Water and Waste Disposal Program and the American Recovery & Reinvestment Act of 2009 (ARRA). Also assist communities that have received ARRA financing commitments from USDA-Rural Development to meet all of the conditions and borrower obligations necessary to close project financing and complete construction improvements.

ACTIVITIES

- Assist USDA-RD eligible entities to access and secure financing for water/wastewater disposal improvements through USDA-RD/ARRA.
- Interact with State USDA and regional offices at least twice/month to assist with administration and execution of ARRA program activities as directed.
- Provide eligible entities with information and/or training on application & reporting requirements for RD financing through ARRA.
- Provide RD borrowers with information, technical assistance and training on their reporting requirements under the Recovery Act, as well as other ARRA requirements including Davis-Bacon Act & Buy America Provisions. Also assist borrowers that have received RD financial commitments to meet all of the requirements of the RD Letter of Conditions that are necessary for grant/loan closing.
- Establish and maintain effective working relationships with local officials, project consultants, and federal/state regulatory and financing agency officials to ensure that ARRA funded infrastructure projects are successfully completed.
- Establish and maintain complete community project files, including but not limited to a written log of all project-related activities, correspondence, reports, and working papers.
- Enter important project work activities that have been undertaken and/or completed into the RCAP Data Collection System (project database) quarterly.

WORK EXPERIENCE IN ONE OR MORE OF THESE AREAS DESIRABLE

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| <ul style="list-style-type: none"> · Water or wastewater project planning · Community Development, Public Works, Local Government · Infrastructure financing · Working with or for RD, IDEM, SRF, OCRA, USEPA, County Health Departments or related agencies | <ul style="list-style-type: none"> · Providing technical assistance to small rural water/wastewater systems · Engineering experience in water/wastewater or septic systems · Experience writing environmental reports/reviews · Experience with Quickbooks · Internships in any of these areas |
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Contact: Vicki L. Perry, State Director, INRCAP, at vperry@incap.org

Website: www.IN-RCAP.org

Submit resume and any relevant samples of previous work along with cover letter and salary requirements via email.

Resumes accepted until vacancy filled.

Indiana RCAP is a program of the Indiana Community Action Association, Inc., an Equal Opportunity employer.