



West Alabama Regional Commission

Post Office Box 509 • 4200 Highway 69 North, Suite 1

Northport, Alabama 35476-0509

Telephone (205) 333-2990 • Fax (205) 333-2713

www.warc.info

Planning and Research Development Specialist needed:

West Alabama Regional Commission is seeking an entry-level Planning Research and Development Specialist. This position will primarily assist senior planning and grant staff with various projects on behalf of municipalities and counties in the seven-county region of Bibb, Fayette, Greene, Hale, Lamar, Pickens and Tuscaloosa. WARC offers a competitive benefits package which includes state retirement, and health and dental insurance. The starting salary for this full-time position is \$36,279.

Collaborating with WARC CED staff, the Specialist assists in assessing community needs, develops infrastructure and community revitalization projects, and assists in writing grant applications. Once funded, the Specialist also helps administer funded projects. Other responsibilities include working on CED reports, projects and/or plans such as the region's Comprehensive Economic Development Strategy (CEDS), assisting with planning projects and presentations, and other duties as assigned.

Eligible applicants must have:

- Bachelor's degree is required, prior related work experience is helpful
- Ability to use computers and be proficient with Microsoft Office (Word, Excel, etc.) and social media tools (Facebook, LinkedIn, Twitter, etc.)
- Excellent written, verbal and analytical skills, including project budgeting
- Ability to read and comprehend instructional materials; complete forms and prepare documents accurately
- Self-and mission motivated, detail and process oriented
- Possess a valid State of Alabama driver's license and operate a motor vehicle
- Maintain regular and predictable attendance
- Willingness/ability to attend evening and before or after-hours meetings of city/county officials and other public groups

References are required. Resumes will be accepted until position is filled.

NO PHONE CALLS PLEASE

West Alabama Regional Commission is an Equal Opportunity Employer.

Mail resumes to:

West Alabama Regional Commission
ATTN: Michelle Carter/HR Manager
P.O. Box 509
Northport, Alabama 35476

Or email to:

Michelle.carter@westal.org
Cory.johnson@westal.org