**REDWOOD COMMUNITY ACTION AGENCY**

**Administration Division**

**Job Announcement**

**POSITION TITLE:** Senior Planner I

**STATUS:** Fulltime / health benefits after one month of employment / paid vacation, sick & holidays

**PAY RATE:** $20.00 - $23.00 per hour (D.O.E.)

**AVAILABLE:** Immediately

**DEADLINE:** Open until filled; interviews will take place as qualified applicants are received

**APPLICATION PROCESS:**

**Required** Employment Applications and instructions for submitting your application materials are available at[**www.rcaa.org**](http://www.rcaa.org)and a cover letter and resume with your application is required.

**PLEASE NOTE**: Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status. Incomplete applications or resumes without applications will not be accepted.

**POSITION PURPOSE**

Under the general supervision of the Executive Director or their designee; the Senior Planner I provides research, grant writing and technical support for the Agency’s programs and administration. Their responsibilities include: planning; research and technical analysis of potential grant sources and funding trends; assisting with the coordination of grant writing activities throughout the agency; meeting with division directors to assess needs and provide grant writing support for the development and/or continuation of division projects. The Senior Planner I must be self-directed and capable of working with and motivating other Agency staff in a coordinated effort to develop, strengthen and support community resources to serve the low-income community. The Senior Planner I is an active participant in assisting with: developing project designs, budgets, grant, and foundation proposals to provide sustainability for this position.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Provides specialized technical and experiential knowledge of project development including guidance on implementation techniques, budgeting, invoicing, timelines, quality control and evaluation.
* Project support tasks include, but are not limited to the following:
* Writing, editing and formatting support for documents, proposals and reports.
* The administration of simple projects including invoicing, managing budgets, and team building.
* Knowledge of and participation in overall development/grant writing efforts within the Agency.
* Provide assistance and/or support to the Executive Director or Senior Planner II as assigned.
* Participate in strategic and operational planning and problem solving.
* At any one time, may be the assigned team leader with responsibility for implementing and then handing off a project including:
* Design of project implementation strategy, set and facilitate achievement of work quality standards and timeliness.
* Creation, direction, and oversight of a project team.
* Management of project budgets and maintenance of all necessary files and back-up information.
* Oversight of project expenditures, invoicing, and monitoring payment receipts.
* Oversight of project consultants and subcontractors, and technical work.
* Development of good working relationships with project partners including government agency representatives, community organizations, and local business staff.
* Completion of project progress and creation of project products that meet or exceed contractual obligations.
* Attend or facilitate community meetings, trainings, and/or seminars, as appropriate.
* May represent RCAA in preliminary contract and agreement negotiations, under the supervision of the Senior Planner II, to be finalized by the Executive Director.

**JOB REQUIREMENTS**

Knowledge of and Experience with:

* Meeting facilitation, outreach, and community organizing.
* Technical analysis and assessment, technical writing and research.
* Program administration; including basic methods of negotiation of contracts, agreements, and the management of budgets.
* Understanding of project development, design, and implementation; including development of funding sources, competitive grant writing, contract development, and the creation of project bids, specifications, and budgets.
* Establishment and maintenance of cooperative and effective relationships.
* Relevant knowledge of government regulations and agencies and industry rules and practices.
* Creative approaches to problem solving.

Ability to:

* Travel to various local, state and/or national seminars and trainings as needed
* Establish collaborative partnerships
* Work with public, private and non-profit sectors
* Analyze situations accurately and adopt an effective course of action
* Perform job duties with minimal supervision.
* Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation and spelling.
* Facilitate meetings with small to large groups of people, as needed.
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills in a culturally sensitive and appropriate manner.
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives, businesses, the community, and with individuals contacted in the course of work.
* Demonstrate creative approaches to problem solving.
* Organize and assimilate complex information and learn new tasks quickly.
* Understand and implement written and verbal instructions with a high degree of accuracy.
* Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA’s Personnel Policies and Procedures Handbook and the Employee Code of Conduct
* Maintain a professional, confidential work environment.
* Ensure and protect Agency, employee, program/projects, and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

**MINIMUM QUALIFICATIONS**

* Bachelor’s Degree in a field related to the specifics of the position. In lieu of educational requirements, equivalent experience may be substituted on a year by year basis.
* Successful grant writing experience.
* One to two years administrative experience with increasing responsibilities.

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law.
* Must have means and capacity to perform job related work with personal vehicle, as may be required, and must have proof of current automobile insurance.
* Possession of valid California’s Driver’s License with acceptable DMV driving record.
* Submit to background clearance and/or fingerprinting with acceptable results.
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Must have an effective means of communication at all times; a home or cell phone with the ability to accept voice messages

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

**SPECIFIC QUALIFICATIONS & EXPECTATIONS FOR THE SENIOR PLANNER I –** Working under the direction of the Senior Planner II in consultation with the Executive Director; this position is primarily office-based, but will include traveling upon request for duties such as: out-of-town conferences or trainings, visits to field projects. The Senior Planner I may also attend or facilitate community events, symposiums, trainings and/or seminars. All of the above may be subject to work-based travel out of the office; however, many of these events may be held in other formats (on-line, phone, etc.). The Senior Planner I is expected to be highly competent in managing work in various platforms patiently and independently.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Conducting outreach, organizing meetings, funding and community need research, review of documents including supporting governing regulations, and the composition of correspondence and/or reports
* Preparation of information, fund-development focused materials, and advocacy for community program development efforts on behalf of RCAA’s services and clients
* May also represent RCAA to clients, funding sources, or media, when appropriate and pre-approved
* Participate in project development with oversight. Including assisting with project designs, budgets, grants and foundation proposals
* Assist on field projects in the capacity of planning and research as needed
* Provide input to RCAA Strategic and Operational Planning and for Emergency/Disaster Response
* Report regularly to Senior Planner II
* Provides planning assistance to Senior Planner II as necessary but only as a secondary task. Planning support tasks include, but are not limited to, the following:
* Meeting all CSBG reporting and accountability requirements such as: documenting agency accomplishments with input from RCAA staff; gathering and compiling Annual reports; preparing for site visits and audits; tracking of Organizational Standards status; and, preparing RCAA Board materials including Resolutions, Success Stories and accomplishment reports

**JOB REQUIREMENTS**

**Knowledge of and Experience With:**

* Working with a variety of stakeholder individuals and organizations
* Creative approaches to problem solving
* Fundamentals of community planning as it relates to: social services, housing and other infrastructures, education and workforce development, natural resources planning and management, as well as serving vulnerable populations.
* Implementation of projects, based on area of expertise including:
* Organizing systems, procedures and agreements/contracts for start-up
* Creation and design of project implementation and team management strategies
* Oversight of project consultants and subcontractors
* Meeting facilitation skills
* Sensitively interacting and representing RCAA to the media, as requested and approved

**MINIMUM QUALIFICATIONS**

* One (1) to two (2) years’ demonstrated successful experience in fiscal management, grant writing, or project management in: housing, health, transportation, and/or environmental planning
* Expertise with Microsoft Office and Adobe Acrobat software

**DESIRED QUALIFICATIONS**

* Knowledge of the agencies, organizations and issues specific to Humboldt County
* One (1) year of direct supervisory experience overseeing several office, field or technical staff
* Two (2) years of experience working with community partners on shared project
* Two ( 2) years of progressive experience managing a budget with multiple line items
* Property Management and/or development skills and experience
* Work experience with various social and traditional media outreach platforms
* Familiarity working with non-profit, government and for-profit sectors

**NOTE FOR ALL EMPLOYEES**

* This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required by their supervisor.
* RCAA is an **“Essential Business”** that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while observing safety precautions.

***RCAA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***