

Grant Coordinator

The Mid-Ohio Valley Regional Council is seeking a qualified individual to serve as a Grant Coordinator. The Grant Coordinators provide community and economic development assistance to member communities and develop regional planning activities.

Specific areas of work include administering projects, preparing regional planning documents, developing funding packages for community projects, and providing technical assistance to interested groups and organizations.

Qualified candidates will hold a degree in Planning, Geography, or related field. Bachelor's Degree required, Master's preferred. Proficiency is needed in computer applications including Microsoft Word, Excel, and Access. Grant writing skills and knowledge/experience with public economic development programs a plus. Position involves traveling throughout the region, so reliable transportation also required. Position open until filled.

Qualified applicants should submit a Resume and a cover letter to the following address:

Grants Coordinator Position
MOVRC
531 Market Street
Parkersburg, WV 26101

The MOVRC is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities.