



EMPLOYMENT OPPORTUNITY

The Central Shenandoah Planning District Commission, a regional planning organization serving the local governments in the Central Shenandoah Region, is seeking a Program Specialist.

This position provides program and grant administration support to the agency and fiscal support to the finance team. Duties involve assisting in grant development and tracking, assembling and reviewing financial reports, and providing general program support across the agency. The position reports to the Director of Transportation with extensive interaction with administrative staff, finance director, and planners, as well as outside granting agencies.

Bachelor's degree from an accredited college, with course work in administration, business, accounting, or the equivalent amount of training and experience required. Considerable experience in work that requires tracking processes/data and attention to detail. Organizational, time management and interpersonal skills are needed to be successful in the position.

To be considered send a resume and cover letter to Bonnie S. Riedesel, Executive Director, Central Shenandoah Planning District Commission, 112 MacTanly Place, Staunton, VA 24401 or to rita@cspdc.org. Position is open until filled. This is a full-time position with benefits. Part-time will be considered. Salary range: \$40,000-\$55,000 depending on job classification and qualifications. The CSPDC is an Equal Opportunity Employer.