

## Community Development Specialist NJ and PA

**RCAP Solutions**, headquartered in Gardner, Massachusetts has nearly 100 people at work in nine states, Puerto Rico and the U.S. Virgin Islands, providing safe affordable housing; building and managing water and wastewater facilities; helping communities develop the critical infrastructure they need to thrive; advocating on their behalf; and providing the training and education that helps build know-how, expertise, and capacity.

We are currently seeking a candidate for the position of **Community Development Specialist, NJ and PA**. Reporting to the State Lead in PA, the Community Development Specialist will serve as project manager, consultant and technical assistance provider to rural communities experiencing water and/or wastewater problems. The CDS shall serve as a community representative and liaison with state, federal, regional and other service organizations.

### Requirements:

- Master's degree or equivalent, with major in Engineering, Environmental Science, Geography, Biology, Planning or related field.
- More than five years experience in water and wastewater, project planning, community development, infrastructure financing or related field required, with experience in more than one of these areas desirable.
- Experience with RD and EPA type work; experience in working with State and Federal Agencies.
- Experience in providing TA to small rural water and wastewater systems.
- Experience in GIS.
- Entrepreneurial in nature-self motivated.
- Engineering experience in Decentralized WW Management; Septic systems.
- Experience in writing environmental reports.
- Experience with QuickBooks software.

### Job Duties:

- The Community Development Specialist shall initiate, develop and maintain an active outreach program, developing and maintaining relationships with a network of regulatory, funding, legislative and other contacts to identify potential projects.
- The Community Development Specialist shall conduct needs assessments in eligible communities, evaluating the multiple environmental, economic, social and political variables which comprise the current situation.
- The Community Development Specialist shall provide on-site technical assistance as needed: organizing community officials and leaders; coordinating the efforts of technical, regulatory, funding and community officials; guiding and assisting with legal & technical paperwork; selecting engineering consultants; conducting environmental assessments and income surveys; analyzing technology and funding options; assisting with funding applications; organizing public meetings and providing public education; assisting

communities with long range planning; assisting with financial management and other related tasks as requested by the community, funding or regulatory agencies.

- Monitor and evaluate the progress of the project. Using milestones or other measures established by supervisors, report regularly on the progress of the project.
- The Community Development Specialist shall serve as RCAP Solutions' and the RCAP network's representative with personnel from state, federal, regional and other service delivery organizations and act as a liaison between these agencies and the community. This interaction is a major function of the position as continuous contact, coordination and substantive dialogue with technical, regulatory and financing personnel are imperative for successful project implementation.
- The position involves extensive travel requiring both daily and overnight trips which could include weekends and frequent evening meetings. Approximately 50% of time is likely to be spent out of the office in local, and/or overnight travel, and at meetings in other locations.

RCAP Solutions offers an excellent compensation and benefit package including health, dental, 403b, vacation, 13 paid holidays, STD/LTD, etc. Please submit resume to: [rwatkins@rcapsolutions.org](mailto:rwatkins@rcapsolutions.org) or fax to RCAP Solutions HR Dept 1-978-630-2751 EOE M/F