**Project Manager/Planner**

**General Statement of Duties**

The Foothills Regional Commission (FRC) is seeking an experienced professional for the position of **Project Manager/Planner** in the Administration Department. You will assist the Disaster Recovery & Resiliency and HOME Consortium Manager to administer EDA, ARC, and other federal programs related to disaster recovery, as well as HUD HOME program requirements, and perform other long-range planning and grant related work within the Foothills Region. The successful candidate should be well-organized, detail-oriented, and possess excellent written and communication skills. Preference will be given to candidates who possess knowledge of FEMA programs and policies.

**Desired Education and Experience**

Bachelor’s degree from an accredited four-year college or university with an emphasis in public administration, planning, preparedness, management, or related field is required. Experience within municipal, county, or emergency preparedness planning is required. 3-5 years’ experience in a municipal, county, or regional government, or an equivalent combination of education and experience is preferred.

Salary will be based on qualifications and experience, but the expected starting range is **$43,380 to $65,069 with extra consideration for the preferred qualifications**. Excellent benefits package includes health, dental, vision, 401k match, and NC local government pension. Work is performed primarily in an office environment or traveling to disaster sites, with the potential to work remotely on occasion.

Send cover letter, resume, and references to Penny Martinez at pmartinez@frcnc.gov. The position will remain open until filled.

**Foothills Regional Commission is an Equal Opportunity Employer.**

All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity, handicap, or national origin.