



**Indiana Rural Community Assistance Program (INRCAP) a program of the Indiana Community Action Association Inc. and the Rural Community Assistance Partnership Inc.**

### **POSITION ANNOUNCEMENT**

**Title: Technical Assistance Provider (TAP)**

**Location: Indianapolis, IN with telecommute option (Indiana residents only)**

**Type: Full Time**

**Salary Range: \$52,000 - \$60,000**

The Indiana Rural Community Assistance Program (INRCAP) is a member of the nationwide RCAP Inc. network of non-profit organizations, helping rural communities and their water & wastewater systems achieve and maintain compliance with the Safe Drinking Water Act and the Clean Water Act. Through a combination of training and technical assistance, RCAP Technical Assistance Providers help utility operators and other decision-makers to improve the managerial, financial, and technical capabilities of small utilities. RCAP TAPs also assist communities in need of new infrastructure facilities through the project development process and securing affordable financing. The Indiana Community Action Association has administered the Indiana RCAP program since 1981.

### **KEY RESPONSIBILITIES**

- Provide compliance-based technical assistance to operators, board members, and managers of small community water and wastewater systems.
- Conduct utility capacity assessments to identify the scope and cause of technical, managerial and financial issues, and develop strategies for targeted assistance.
- Develop and deliver capacity-building training events and webinars for operators, boards, & managers.
- Provide training and project development support to communities in need of infrastructure.
- Document activities and provide regular reports on project progress.
- Stay abreast of the latest in water regulations, funding, treatment processes/technologies, as well as managerial/ financial best practices for utility management.
- Coordinate assistance with government agencies and other service delivery organizations.
- Depending on the project, deliverables may include rate studies, water testing events, environmental reviews, public hearings, income surveys, GIS mapping, operations consultations, board training, policies & procedures, risk & resiliency assessments, bookkeeper training, facility assessments, compliance plans, asset management plans, loan & grant applications, water loss audits, budgets, energy use audits, & more.

### **EDUCATION and CERTIFICATION REQUIREMENTS**

Required bachelor's degree in an area of study related to environmental resources, planning, finance/accounting, business management or equivalent experience; or certified as a water and/or wastewater operator. An active Indiana Drinking Water or Wastewater Operator License may count toward the education prerequisite, depending on work experience and other skills.

## **EXPERIENCE REQUIREMENTS**

Minimum of three (3) years of experience in one or more of the following areas:

- Drinking Water or Wastewater Operations or Management
- Community Development
- Infrastructure Development
- Project Management
- Municipal or Utility Finance
- Environmental Public Health or Regulatory
- Environmental Science/ Watershed Management
- Geographic Information Systems (GIS)

The successful candidate will be self-motivated, ethical, organized, independent, an effective oral & written communicator, professional and able to prioritize tasks between concurrent projects and deadlines.

## **WORKING CONDITIONS**

The position involves daily office work as well as monthly site visits to provide technical assistance and training to an average of 12 concurrent projects. Site visits may be facility inspections, meetings and/or trainings, and may occur during the day or evening. Overnight in-state travel is rare.

To promote a work-life balance and accommodate for travel, Indiana RCAP staff work a flexible schedule, including a 36-hour workweek and ability to work primarily from home offices.

The INRCAP team consists of 4-6 TAPs, who attend up to two mandatory, out-of-state RCAP training conferences annually.

## **BENEFITS**

Competitive benefits package includes:

- Medical and Vision Insurance
- Dental Insurance
- Life Insurance
- Disability
- SEP Plan
- Vacation/Personal Days- (Full-time Employees)
- Paid Holidays
- Mileage and Cell Phone Reimbursement
- Flexible Schedules
- Remote/Hybrid Work
- 36 Hour Work Week

## **SALARY**

Salary will be commensurate with experience.

## **TO APPLY**

Send resume, along with a writing sample and two references to, Indiana RCAP State Director Eleisha Shelton, at [inrcapdirector@incap.org](mailto:inrcapdirector@incap.org). Please direct question to the same.

## **EQUAL EMPLOYMENT OPPORTUNITY**

**The Indiana RCAP, a program of the Indiana Community Action Association and a member of the RCAP Inc. network of not-for-profit technical assistance providers, is committed to providing equal employment and service opportunities to all qualified individuals, employees and applicants for employment without regard to race, color, religion, sex, national origin, age, qualified individuals with disabilities, military or veteran status, citizenship status, gender, gender identity, sexual orientation or any other category protected under federal, state or local law.**