



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: Environmental Finance Center Specialist**

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

**Type: Full Time**

Indiana RCAP is part of a national network of non-profits helping rural communities and water/wastewater systems achieve and maintain compliance with the Safe Drinking Water Act and the Clean Water Act. Through a combination of hands-on training and technical assistance, RCAP helps operators and other utility decision-makers improve the managerial, financial, and technical capabilities of their rural systems. This position will focus on helping communities in need of infrastructure improvements, assisting local leaders with navigating the facility development process, securing project financing through government programs.

### **KEY RESPONSIBILITIES**

- Work with personnel from rural communities, local officials, government agencies and other service delivery organizations to help small drinking water and wastewater facilities access funding from the Infrastructure Act.
- Develop and maintain funding scenarios and project timelines for capital improvement projects.
- Complete and/or review loan and grant applications, environmental reports, engineering reports, and/or financial reports in order to secure project financing.
- Provide compliance-based technical assistance for operators, board members and managers of small community water and wastewater systems, as needed.
- Provide training and project development support to communities in need of infrastructure.
- Complete required reports and retain project documentation.
- Stay abreast of the latest in drinking water regulations, funding programs, treatment processes & technologies and best practices for utility management.

### **EDUCATION and CERTIFICATION REQUIREMENTS**

Four-year degree from an accredited college in Engineering, Environmental Science, Hydrology, Public Health, Biology, Municipal Planning, Community Development, Geology, Municipal Finance, or related field. An active Indiana Drinking Water 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
- Project Management
- Municipal/Utility Finance
- Civil Engineering
- Environmental Public Health or Regulatory
- Environmental Science/ Watershed Management

Preferred, but not required: GIS, Operations, or Clerk experience

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, attendance at day and/or evening community & utility meetings throughout the state (virtual attendance allowed as needed), and site visits to provide technical assistance & training to an average of twelve concurrent projects. The successful candidate will be self-motivated, ethical, highly organized, independent and able to prioritize tasks.

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

RCAP staff attend up to two mandatory, out-of-state RCAP training conferences annually for skill development.

## **BENEFITS**

Competitive benefits package includes health, life, vision & dental insurance, generous paid time off, 11 paid holidays, 5% of wages contributed by employer to retirement account, and mileage & cell phone reimbursement. Flexible schedules, including ability to work from home office, facilitate a work/life balance. Salary will be commensurate with experience, starting at \$55,000 annually.

## **TO APPLY**

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

**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.**