

## **Community Development Assistant**

The Lake County Commissioners and the Department of Planning and Community Development (PCD) are seeking a staff member to assist in various duties with regards to Federal Grants for 40 hours per week. Under direction, performs a wide variety of tasks for the PCD Director and Assistant Director. Responsibilities include: Assist with the implementation of Federal Grants, with an emphasis on the HOME Investment Partnership Program. Complete administrative tasks related to grant compliance, including generating documents, organizing and maintaining data, files, and program materials. Provide technical support to grant subrecipients and assist with community development research and reporting. Computer skills including experience with Word and Excel a must. The successful candidate must exhibit strong communication skills. Strong interpersonal skills and high degree of phone etiquette and professionalism are needed. Attaining the level of high school graduate or GED is required. Previous community development experience working for a local government or community development non-profit is preferred. Candidates may send resumes to Cesilia Soria, Finance/HR Specialist by email to [Cesilia.soria@lakecountyohio.gov](mailto:Cesilia.soria@lakecountyohio.gov) by October 11, 2024. Starting Pay: \$18.50-\$19.50

**EQUAL OPPORTUNITY EMPLOYER**

**M.F.V.H.**