

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Infrastructure Coordinator
<b>IMMEDIATE SUPERVISOR:</b>	OMEGA's Executive Director
<b>SALARY RANGE:</b>	\$60,000 - \$65,000

The Ohio Mid-Eastern Governments Association (OMEGA) has an immediate opening for an Infrastructure Coordinator. An associate or bachelor's degree in city/urban/rural planning, public or business administration, civil engineering, or related fields and three years of experience in their respected field is preferred; however, recent college and career center graduates are also encouraged to apply.

## POSITION SUMMARY

The Infrastructure Coordinator will be responsible for executing critical grant-writing management tasks and community engagement within OMEGA's service areas, which span across 10 counties. The Coordinator will work under the supervision of OMEGA's Executive Director with tasks divided between infrastructure funding and community development. The position is ideal for an early- to-mid-level professional seeking an opportunity to engage in impactful local planning and grant-writing as they relate to infrastructure and community development in communities throughout mid-eastern Ohio and the Appalachian region.

## QUALIFICATIONS FOR APPOINTMENT

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

A high degree of competency in local community engagement with a proven ability to guide local planning and development officials through successful infrastructure and community development grant applications is critical. Additional requirements include experience with water and wastewater grant funding and administration, as well as an understanding of construction, regulations, and civil engineering. The ideal candidate will have experience with capital improvement planning and stacking/matching state and federal funding sources. They will also convey strong communication skills – both written and oral; plus, a superior ability to organize complex processes such as grant-writing, process management, and grant administration, and overall attention to detail and time management to aid in OMEGA's reporting to the state and federal governments. Strong interpersonal skills and a passion for public service, including the ability to adapt and collaborate with OMEGA team members and community leaders alike, are a must. Knowledge of and experience within the Appalachian region is beneficial. Duties include researching funding opportunities, providing program updates, facilitating public forums and meetings, developing funding strategies, and meeting with local communities, non-profits, and state and federal agencies.

### **EDUCATION AND EXPERIENCE:**

Candidates should hold an associate or bachelor's degree from an accredited college or university in the fields of public administration, civil engineering, political science, economics, city planning, business administration, or a similar field. Candidates should have a minimum of three years of experience in their respective degree and an eagerness to grow their knowledge in infrastructure and community development, as well as the intersection of those fields with transportation, housing, and advanced energy.

Ability to lead and facilitate community and economic planning activities and strong communication skills (verbal and written) are required. Evening availability and regional travel are required. This is a full-time, 40-hour per week, hybrid position, and salary is based upon education and experience. Please submit a cover letter, resume/CV, and contact information for at least three relevant professional references by February 6, 2026, to Executive Director, Dr. Vicki King-Maple, [VMaple@omegadistrict.org](mailto:VMaple@omegadistrict.org)

OMEGA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin (ancestry), disability, genetic information, age (40 years or older), sexual orientation, or military status (past, present, or future).