*Rural Community Assistance Corporation*

**Job Description - Washington**

***Rural Development Specialist***

**Classification:** *Grade E* **Department:** *Community and**Environmental Programs*

**Status:** *Exempt* **Supervisor:** *Regional Field Manager*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources, and advocacy so low-income rural communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality, and integrity, have helped effect positive change in rural communities across the West.

**Community and Environment Department**

RCAC's comprehensive community and environmental services support rural communities in creating a vision, setting goals, and implementing an action plan for community development projects. We work with rural water, wastewater, and solid waste systems to make them sustainable. We work with small systems' volunteer boards of directors and staff to make sure they comply with state and federal regulations and understand the systems' finances and operations. Outcomes of RCAC's work include system regulatory compliance, access of resources for capital improvement projects, and capacity building of boards and staff on technical, financial, and managerial best practices.

**Position Description**

The Rural Development Specialist (RDS) provides technical, managerial, and financial (TMF) assistance to small, disadvantaged community water and wastewater systems to operate sustainably and deliver quality services to the communities served. The RDS works closely with rural residents and local leaders to develop and manage water, wastewater, or solid waste systems. The RDS also prepares and delivers classroom and individual training as needed to build local partners' capacity.

**Specific job goals, objectives, and tasks are established for each employee as part of the annual evaluation process.** **Duties and responsibilities include but are not limited to:**

* Assess local partners' needs and recommend solutions.
* Build technical, managerial, and financial capacity.
* Access financial resources to address local needs.
* Implement solutions.
* Promote and facilitate partnerships to maximize limited resources.
* Develop, prepare, and deliver group and one-on-one training.
* Provide excellent customer service.
* Prepare activity and outcome reports as required.
* Perform other duties as assigned.

**Skills and Qualifications**

* Ability to manage technical aspects of fieldwork related to water and wastewater.
* Facilitation, mediation, and meeting management skills.
* Familiarity with rural and Tribal community dynamics
* Ability to troubleshoot, innovate, and problem-solve.
* Proficiency with personal computers, including Microsoft Office.
* Ability to complete administrative and reporting requirements promptly.
* Ability to listen effectively and communicate verbally and in writing.
* Ability to work with minimum supervision and handle multiple priorities simultaneously.
* Ability to work independently and in team environments.
* Knowledge of Washington State water and wastewater infrastructure funding agencies.

**Physical Job Requirements:**

The physical demands described here represent those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires operating computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day)

While performing this position's duties, the employee is frequently required to stand and sit for prolonged periods; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee may occasionally lift and or move up to 25 pounds. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This position also requires moderate (up to two days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position. A typical qualifying combination would be:

Experience:

Three years of relevant experience in water, wastewater, environmental project management, or other closely related fields (if a higher level of related education is possessed than is required, this education may be substituted for the experience requirement up to a maximum of one year). Experience in training, facilitating, and mediating community programs/projects is highly desirable.

Education:

Bachelor's degree (additional qualifying experience may be substituted for the required education).

**Special Requirements:**

Possession of a valid driver's license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of the RCAC corporate liability policy is required when traveling for business purposes.