*Rural Community Assistance Corporation*

**Job Description**

 ***Rural Development Specialist***

 ***(Tribal Circuit Rider)***

**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 to create a vision, set goals and implement an action plan for community development projects. We work with rural water, wastewater and solid waste systems to make them sustainable. We work with the volunteer boards of directors and staff of the small systems to make sure they comply with state and federal regulations and understand the finances and operations of the systems. 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 and Tribal utilities so that they can operate sustainably and deliver quality services to the communities served. The RDS works closely with utility operators, utility managers and community leaders to assist them in the operation and management of drinking water and wastewater systems. The RDS also prepares and delivers classroom, virtual and individual trainings as needed to build the capacity within utility staff.

**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:**

* Provide hands-on technical assistance and training to rural drinking water operators
* Assess utilities’ needs and recommend solutions to identified gaps
* Provide direct assistance and service to utility staff to build technical, managerial, and financial capacity to achieve long term sustainability
* Provide access to federal, state and local financing and grant opportunities to address utility needs
* Promote and facilitate partnerships to maximize limited resources
* Develop, prepare, and deliver group and one-on-one trainings
* 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 field work related to water and/or wastewater
* Be community oriented and able to work with rural and Tribal communities with varying cultural beliefs and traditions, and to demonstrate sensitivity and discretion in all aspects of work
* Facilitation, mediation and meeting management skills in person and online
* Ability to troubleshoot, innovate, and problem-solve
* Proficiency with personal computers including Microsoft Office Suite
* Ability to complete administrative and reporting requirements related to work responsibilities in a timely manner
* Ability to listen effectively and communicate, verbally and in writing
* Ability to work with minimum supervision and effectively prioritize multiple tasks
* Ability to work independently as well as in team environments
* Experience hosting or presenting trainings using online platforms



**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 applicable experience in drinking water, wastewater, environmental project work, or other closely related field. A bachelor’s degree in a related field may be substituted for the experience. Experience in training, facilitating and mediating community programs/projects is highly desirable. Experience working with Tribal communities preferred.

Education:

High School diploma or equivalent with qualifying experience required.

Bachelor’s degree preferred but not required.

**Special Requirements:**

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