

**IMMEDIATE OPENING  
COMMUNITY DEVELOPMENT SPECIALIST**

**JOB DESCRIPTION**

Laberge Group is looking to add an experienced Community Development Specialist within the Planning and Community Development Department. This individual will work collaboratively with our team to assist with a wide range of municipal clients.

This position is responsible for writing and administering a broad range of grants and community projects. Duties include research and surveillance for outside grant opportunities; communication of identified grant opportunities and key requirements to clients; maintenance of a grant tracking system; coordination with agencies and/or departments regarding grant applications; development of grant applications; preparation of reimbursement documentation; and administration of grant and loans; and performs related duties as assigned.

**JOB REQUIREMENTS:**

- Bachelor's degree from an accredited college or university in Community, Regional or Urban Planning, accounting, public administration, business administration, or a related field. AND at least four (4) years of experience coordinating grant activities and/or programs including grant applications, management and fiscal reporting.
- Or
- Masters degree from an accredited college or university in Community, Regional or Urban Planning, accounting, public administration, business administration, or a related field. AND at least two (2) years of experience coordinating grant activities and/or programs including grant applications, management and fiscal reporting.
  - Effective grants management and grant writing techniques.
  - Excellent technical writing and computer skills are required.
  - Strong knowledge of Microsoft Office, Word and Excel required.
  - Experience Adobe Creative Suite preferred.
  - Must be accomplished in the management of multiple projects with excellent presentation, verbal and written communication skills.
  - Must be able to prioritize effectively, meet critical deadlines, and handle periods of high stress.
  - Experience with representative grant programs including: CDBG, USDA, EFC, HOME, LWRP, WQIP, NYWIIA, and ESD preferred.

The position is based in Albany, New York with occasional travel throughout New York State.

Interested candidates must submit a cover letter, resume and salary requirements to: Laberge Group, 4 Computer Dr. Albany, NY or e-mail [hr@labergegroup.com](mailto:hr@labergegroup.com).

**ABOUT THE COMPANY**

Laberge Group, an Equal Opportunity Employer, has provided quality Engineering, Survey, Planning and Architectural services to government and private sector clients throughout New York for over 55 years. Visit our website at [www.LabergeGroup.com](http://www.LabergeGroup.com)