

Southeast Iowa Regional Planning Commission
PLANNING ASSISTANT

Southeast Iowa Regional Planning Commission (SEIRPC) is seeking a Planning Assistant to provide administrative support to the Southeast Iowa Regional Planning Commission in areas of reception, administration, administrative tasks, data collection, information dissemination, grant application assistance, program assistance and other duties for the organization. This position performs work under the direction of the Executive Director and the successful candidate should have an associate's degree, or five years of experience in a related field. This is a full-time position (32 to 40 hours per week) with a competitive benefit package including participation in the Iowa Public Employees' Retirement System (IPERS). Wage range is \$12.00 - \$17.00 per hour DOQ. For full consideration submit cover letter and resume to the Executive Assistant, SEIRPC, 211 N. Gear Avenue, Ste. 100, West Burlington, IA, 52655, or by email to dlaughlin@seirpc.com by 4:00 p.m. June 2, 2017. For additional information please call (319) 753-4305. EOE/AA