

## **JOB VACANCY**

**Position: Planning Coordinator**

**Location: 227 E Washington Blvd., Fort Wayne, IN**

**Hours: Monday - Thursday 7:30 am to 5:30 pm, Friday 7:30 am – 11:30 am**

**Salary Range: \$41,600 - \$49,920**

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### **JOB SUMMARY**

**The Planning Coordinator core responsibility is to analyze, report on data collected, and assist Brightpoint VPs in identifying social trends that affect the mission of the organization. Particular focus will be on maintaining, and analyzing national and community data collected, and as well as support planning, developing and implementing strategic plans and department plans; communicating planning goals and objects. Responsible for developing and analyzing weekly/monthly reports on program related metrics. Help identify potential program trends and risks to program implementation.**

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### **JOB DUTIES**

1. Assist with the design, development, promotion, and coordination of agency long-range and annual planning activities.
  2. Provide assistance to agency staff in developing plans and evaluation.
  3. Responsible for all updates and redesign of annual Community Needs Assessment.
  4. Coordinate monitoring processes for monthly reports.
  5. Design and implement customer planning participation and satisfaction feedback systems and communicate the results.
  6. Provide assistance with the development of the annual CSBG report.
  7. Identify and develop resources relating to potential, future funding sources.
  8. Assist staff with grant writing and research.
  9. Assemble, analyze, and interpret organizational data
  10. Assemble, analyze, and interpret social and economic data.
  11. Collect all information relevant for the creation of Brightpoint's Annual Report
  12. Maintain a library of materials relevant to the needs of low-income individuals and other target groups in Northeast Indiana.
  13. Maintain information on local agencies and develop a working relationship with their staff.
  14. Attend and positively participate at all staff meetings, in Brightpoint improvement processes, and professional development trainings.
  15. Adhere to Brightpoint personnel policies, EEO/AA requirements, fiscal procedures and all other workplace rules.
  16. Perform other duties as assigned by the V.P. of Administration.
  17. Implement Brightpoint Values at all times.
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### **SKILLS AND QUALIFICATIONS**

1. Bachelor Degree in Social Science, Planning, Public Affairs, Business Administration, or related field. Master Degree preferred.
  2. Strong oral and written communication skills, with strong mathematics aptitude.
  3. Ability to present to public audiences.
  4. Ability to work several projects or issues simultaneously.
  5. Ability to retrieve data from a variety of sources and individuals.
  6. Ability to work with minimal supervision, self-motivated, attentive to detail, well organized, tenacious, productive, dependable, flexible, and cooperative.
  7. Proficient with Microsoft Office Suite
  8. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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**DATES FOR INTERNAL POSTING: FROM 5/3/2022 until filled**

**TENTATIVE DATES FOR EXTERNAL POSTING: FROM 5/3/2022 until filled**

**APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY**

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**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213**

**APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN**

**8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY**

**OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)**