



Planner

This position will cover Fond du Lac, Green Lake & Winnebago Counties
Full Time Position

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Come join a caring team of professionals who enjoy what they do!

ADVOCAP seeks a macro-thinker who can view poverty as a community concern and ADVOCAP services as an Agency-wide, holistic effort to reduce poverty and increase self-sufficiency for our constituency. This position will be engaged in the community, assessing needs and service gaps, drawing relevant conclusions from analyzing data, researching current and potential programming to address poverty. The Planner will recommend a Community Action response to identified needs. Will assist department Directors with program planning and executive management with Agency-wide annual and long-range strategic planning.

Responsibilities Include:

- Possess project conceptualization abilities
- Excellent verbal and writing skills
- Demonstrated planning and time management abilities
- Previous grant writing success and data analysis/research capabilities
- Word Processing, chart development and spreadsheet skills are essential
- The ability to work a flexible schedule to accommodate some evening meetings or planning deadlines as necessary

Job Requirements:

- Successful applicants will have the equivalent of a bachelor's degree in planning or the social sciences and at least 5 years of planning experience or equivalent combination of related education and experience from which comparable knowledge and abilities can be acquired
- Reliable transportation and a valid driver's license
- Drug Screening and background check required

Minimum starting wage is \$46,500. This full time position will have access to our full benefit package which includes: health, dental, vision, life, STD, vacation, sick and holiday pay, and Retirement/401k option.

Applicants: please submit: Resumes and/or applications, with cover letters, and a written response to the question: What is often misunderstood about individuals and families who live in poverty?

Materials submitted by 4/26/21 will receive primary consideration.

Send to: ADVOCAP Inc., Human Resources
PO Box 1108
Fond du Lac, WI 54936-1108
or email to hr@advocap.org or FAX: 920 922-7214

www.advocap.org
AA/EOE