

Part Time COVID-19 Project Specialist

LENOWISCO Planning District Commission

The LENOWISCO Planning District Commission, a regional association of local governments serving Southwestern Virginia (Lee, Scott, Wise Counties and the City of Norton) seeks a highly motivated, skilled and multi-disciplinary professional to join its team as a twenty-eight hour, part time COVID-19 Project Specialist. The successful applicant's duties include: conduct and/or manage initiatives, assisting in project development and management, drafting reports, and general financial transaction activities. Excellent organizational, communication and multi-tasking skills are essential. Preferred experience for this position includes, but not limited to: proficiency with Microsoft Office and knowledge of general business technology/equipment.

Additional information about the Commission is available at: www.lenowisco.org. Please forward letter of interest and resume by November 6, 2020, to:

Mr. Duane Miller, Executive Director
LENOWISCO Planning District Commission
372 Technology Trail Lane Suite 101
Duffield, Virginia 24244.

The LENOWISCO Planning District Commission is an EEO/AA employer. Position remains open until filled.