



**Borough of Indiana**

Indiana County  
Pennsylvania

80 North 8<sup>th</sup> Street

Indiana, PA 15701

Phone: 724-465-6691

Fax: 724-463-417  
[www.indianaboro.com](http://www.indianaboro.com)

### **GRANTS AND PUBLIC ENGAGEMENT COORDINATOR**

The Borough of Indiana is seeking candidates for the position of Grants and Public Engagement Coordinator.

The position will seek grant funding opportunities, prepare and submit requests for funding, and maintain current and future grants that have been awarded. The position will also act as the Borough's liaison to the public, publishing press releases; administering aspects of the Borough's digital platform, including social media and web presence; develop marketing activities and strategies for administrative programs; and identifying neighborhood-based needs and working to engage citizens.

It is expected that the successful candidate will reside within 30 miles of the Borough borders, within six (6) months of commencement. Salary is commensurate with qualifications and experience, and excellent benefits are provided.

Applications can be made by submitting a resume and salary history to:

Indiana Borough  
Attn: Borough Manager  
80 North 8<sup>th</sup> Street  
Indiana, PA 15701

Or via email: [bgotshall@indianaboro.com](mailto:bgotshall@indianaboro.com)

A review process will commence December 4, 2017. Materials of interest are accepted until the position is filled. Equal Opportunity Employer.

For a more detailed job description, visit our website at [www.indianaboro.com](http://www.indianaboro.com)