



Assistant or Associate Planner

The Central Massachusetts Regional Planning Commission (CMRPC) seeks candidates for the full-time (37.5 hours/week) position of Assistant or Associate Planner within the agency's Regional Collaboration and Community Planning Department. Qualifications will determine whether assistant or associate is level is appropriate. S/he will work on open space and recreation plans, hazard mitigation plans, energy reduction and resiliency planning with the possibility of intersectional work on comprehensive master plans, economic development plans, housing plans, and similar efforts. The successful candidate will also contribute to the data services efforts of the entire Regional Collaboration and Community Planning Department. The successful candidate will thrive in a dynamic, interdisciplinary, and innovative environment with an opportunity for growth.

About CMRPC

CMRPC is the Regional Planning Agency (RPA) serving the people who live and work in southern Worcester, the Blackstone Valley and Central Massachusetts. Our mission is to improve the quality of life for those who live and work in the region. We work toward sound municipal management, sustainable land use, protection of natural resources, efficient and affordable transportation, a diverse housing stock, public safety, economic development, an informed public, and equity and opportunity among people of all backgrounds. CMRPC's office includes approximately 35 full-time employees located in the Worcester Central Business District in a transit-accessible and bike-friendly office, LEED certified building. Free parking is provided in the attached garage. For further detail on CMRPC please visit www.cmrpc.org

Typical Duties

This is a research and graphics-intensive position in which the Assistant/Associate Planner will create visual tools, maps, documents, zoning bylaws, scopes of services, and grant applications. Additionally, this position requires the ability to compile and analyze a wide variety of data, to communicate (in writing and in person) in public settings and to facilitate and coordinate public outreach activities. The successful applicant will be a key part of our Regional Collaboration and Community Development team and will also take part in various local and regional planning efforts.

Specific duties will include:

- Work with municipalities to seek resources for energy saving efforts including their participation in the Green Communities Initiative
- Contributing to the development of a wide variety of planning initiatives and regional and municipal support activities. This will likely include participation in climate resiliency initiatives, energy efficiency initiatives, hazard mitigation planning, and trail mapping.
- Contribution to community development, housing, and economic development plans including contextual data collection, research, analysis, community engagement, meeting facilitation, and goal, objective and action strategy articulation.
- Contributing to data services and GIS services.
- Resource development related to topical efforts to benefit the region and its communities.
- Working with local officials to identify community development and resiliency needs and opportunities and short-term strategies to address them;

- Meeting coordination including identifying appropriate facilities, registration of attendees, and other logistics;
- Development of community engagement tools such as online surveys;
- Contributing to project or organization social media platforms, websites, newsletters, and informational booklets;
- Assisting with other duties as assigned

Qualifications

Master's degree in community and/or urban planning, public policy, public administration, environmental science, natural resource management, or similar with some relevant work experience is preferred.

Candidates with a Bachelor's degree may be considered with at least 2 years of sufficient relevant work experience.

The successful applicant will demonstrate all or most of the following skills:

- Strong writing, graphic, or GIS skills with the ability to tailor messages to specific audiences;
- A professional demeanor and a positive "can do" attitude;
- A task-oriented work ethic and excellent attention to detail;
- Ability to analyze and solve problems independently in a resourceful and innovative manner;
- Ability to proactively set priorities and multi-task without compromising attention to detail;
- Excellent time management skills;
- Understanding of multi-step processes and how to work within them in a team environment;
- Ability to work independently and meet deadlines while not being afraid to ask questions;
- Strong Microsoft Office skills, particularly Outlook, Excel, and Word;
- Ability to effectively use programs such as Canva, Sketchup, Adobe Suite of Programs, and other visualization tools a plus.
- Professional level Geographic Information Services (GIS) and data analysis skills are preferred; and
- Ability to create develop social media messages in multiple platforms to engage community.

Supplemental Information

This is a full-time position with an excellent state employee benefits package. Starting salary will range from \$37,000 to \$57,000 depending on qualifications and experience. This position is exempt under the guidelines of the federal Fair Labor Standards Act.

CMRPC offers excellent Massachusetts state employee benefits; a flexible, supportive, and family-friendly work environment; and a commitment to ongoing professional development. CMRPC takes pride in the diversity of its workforce and encourages all qualified persons to apply. CMRPC does not discriminate on the basis of race, color, national origin, sex, religion, or disability in employment or the provision of services. CMRPC is an EOE/AA employer.

Resume and letter of interest should be emailed to: tsettles@cmrpc.org Priority will be given to applications received on or before March 11, 2022. This position is open until filled. Preference will be given to applicants who are able to begin work with the agency on or before April 15, 2022.

Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. Candidate must be willing to adhere to all active and future public safety requirements (including mask and/or vaccination mandates). Must have legal authorization to work in the United States and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region.