

## **MVPC Employment Opportunity**

We are currently accepting applications for the following full-time (35 hours per week) position:

### **Community Planner**

Starting Salary Range: \$60,000 - \$75,000 commensurate with experience

Competitive Massachusetts state employee benefits package includes insurance through the state's Group Insurance Commission and State Pension Retirement Plan

#### **General Purpose:**

Under the direction of the Community & Economic Development Program Manager, the Community Planner will work on a wide variety of projects including regional land use plans, local housing plans, and local zoning amendments. A professional with interest and experience in community development, land-use planning, and zoning is preferred. The Community Planner will assist in organizing stakeholder input meetings and implementing local and regional plans focused on housing and community development.

MVPC is a municipal and regional technical consulting organization with 20 full-time employees. Employees work closely and collaboratively with one another on projects. We believe in building positions around people, guided by their interests and strengths. MVPC has a vested staff with deep relationships in the communities we serve.

#### **Duties and Responsibilities**

- Assist in the development and implementation of local and regional housing production plans.
- Provide support for the development and implementation of regional land use plans.
- Provide technical support for community projects related to zoning amendments, housing projects, and community development initiatives.
- Analyze U.S. Census Data, U.S. Bureau of Labor Statistics Data, and MA Department of Economic Research data to inform strategic plans.
- Coordinate and assist with economic development project implementation and business support programming.
- Research and prepare grant applications for various planning activities. Conduct grant reporting on projects where the Community Planner is the project lead.
- Organize educational events and programs for the public and local or regional stakeholders.
- Research and prepare reports, studies, testimony, and presentations.

#### **Qualifications**

##### *Knowledge, Skills, and Abilities*

- Knowledge of planning best practices, both on a municipal and regional level.
- Project management, event planning, large and small group facilitation.
- Demonstrated comfort and experience in public speaking.

- Familiarity with Massachusetts planning laws and regulations preferred, such as M.G.L. Chapters 40B, 40R, & 40Y, and Section 3A/MBTA Communities.
- Experience in developing master plans, strategic plans, or other municipal planning documents.
- Ability to perform research and analyze data from sources like the US Census and American Community Survey.
- Ability to prepare written and graphic materials; to compose clear and concise reports; to prepare and make presentations; and to communicate effectively, orally and in writing, with citizens, professional peers, and elected officials.
- Proficiency in Microsoft office suite, including Word, PowerPoint, Excel, Teams, and Office365
- Basic graphic design proficiency.

#### *Education and Experience*

- Four-year degree or master's degree in public administration, urban planning, or a related field. Master's degree preferred for higher salary range.
- 2-3 years of experience in regional or municipal planning, preferably in Massachusetts. Exceptional candidates with less experience will be considered. Three (3) years of experience preferred for higher salary range.
- Comfort and experience in working across a diversity of communities and populations.
- Cultural and linguistic fluency in Spanish is preferred.
- Familiarity with and experience in the Merrimack Valley region preferred.

*There are many paths to acquiring the experience needed for this position—as such, if you do not have the exact qualifications listed above, but believe you have the background and experience necessary to fill this role, you are encouraged to apply.*

#### **Work Schedule and Culture**

Regular work hours are Monday through Friday 8:30 am to 4:30 pm. MVPC prides itself in being a flexible and accommodating place to work offering a hybrid work environment requiring three in-office days and two remote work days per week.

#### **Equal Opportunity Employer**

MVPC provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state and local law.

#### **To Apply:**

Please submit a cover letter with your resume to: [jobs@mvpc.org](mailto:jobs@mvpc.org). MVPC will interview on a rolling basis, with a preference for candidates who submit applications before May 18. Visit our websites, [MVPC.org](http://MVPC.org) and [WeAreMV.com](http://WeAreMV.com), for more information about the organization.

**The Merrimack Valley Planning Commission is an EEO/AA Employer**