

### **MVPC Employment Opportunity**

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

#### **Community Planner**

Starting Salary Range: \$55,000 - \$65,000

Competitive Massachusetts state employee benefits package

#### **General Purpose:**

In conjunction with other Merrimack Valley Planning Commission staff, the Community Planner will work on a wide variety of projects including regional land use plans and municipal/regional housing production plans. A professional with interest and experience in economic development, housing, and land-use planning is preferred. The Community Planner will assist in organizing visioning sessions, facilitating community meetings, and producing plans.

#### **Supervision Received:**

The employee will work under the direction of the Community and Economic Development Program Manager.

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

Regular work hours are Monday through Friday 8am to 4pm. MVPC prides itself in being a flexible and accommodating place to work and provides employees with the ability to work on a sliding schedule to accommodate an employee's work-life balance. MVPC currently requires two in-office days and allows employees to work remote up-to three days a week. Maintaining a remote work option is a priority for MVPC post-COVID.

#### **Duties and Responsibilities**

- Provide direct support in producing a Regional Priority Growth Plan, a forward-thinking plan embraces principles of smart growth and sustainability and articulates a regional vision of promoting growth in areas best able to accommodate growth, while protecting the region's most critical natural resources;
- Assist municipalities to develop visions, action plans, and strategies to implement through zoning, permitting procedures, or policy changes; such as Housing Production Plans
- Research and prepare reports, studies, testimony, and presentations;
- Organize workshops and educational events for the public;
- Make public presentations and facilitate public discussions;
- Remain informed about current planning issues, resources, and programs;
- Help develop partnerships within the community to facilitate and promote opportunities;
- Prepare, write and administer grant applications related to community and economic development;
- Analyze US Census and American Community Survey Data to inform strategic plans, proof internal MVPC data feeds, and graph data synthesis on behalf of community and projects
- Perform similar or related duties as required;

## Qualifications

### Knowledge, Skills and Abilities

- Event planning, project management, focus group management;
- Demonstrated comfort and experience in public speaking;
- 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;
- Basic proficiency in word processing (Office 365) and knowledge of spreadsheet computer applications required;
- Basic proficiency with graphic design;
- Ability to operate a motor vehicle;

### Education and Experience

- Four-year degree and/or Master's Degree in business, public administration, urban planning or a related field preferred;
- Demonstrated experience associated with community planning, regional planning, and/or municipal planning;
- Any equivalent combination of experience and additional education or training that provides the knowledge, skills, and abilities to perform this work;
- Applicants with non-traditional education or experiences are encouraged to apply
- Experience or familiarity with Massachusetts laws, bylaws, and state programs is preferred;
- Cultural and linguistic fluency in Spanish preferred;

### Licenses, Certifications, and Registrations

- Must possess and maintain a valid Driver's license.

### 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.

**Please submit a cover letter with your resume by October 22, 2021 to: [jobs@mvpc.org](mailto:jobs@mvpc.org). If selected for an interview you will be asked to submit a sample project you have recently completed.**

**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**