

Employment Opportunity

Merrimack Valley Planning Commission

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

Environmental Planner

Starting Salary Range: \$52,000 - \$62,000

Excellent benefits package

Position Purpose:

Assist MVPC with the implementation of regional environmental programming including in the areas of Clean Energy, Stormwater Management, and Climate Resiliency and Hazard Mitigation.

Supervision:

The employee will work under the direction of the Environmental Program Manager

Essential Duties and Responsibilities

- Provide direct support in the preparation of plans for local, state, and federal programs including but not limited to wetland and water resources, stormwater, wastewater and coastal resources studies/plans; master plans; open space and recreation plans; emergency and hazard mitigation plans; work related to climate change, resiliency, and sustainability; open space monitoring, maintenance, and trail planning; brownfields assessment and remediation; clean energy, net zero, and greenhouse gas reduction planning.
- Assist in the development and implementation of various grant proposals including those for state and federal agencies (EPA, CZM, MassDOER, MassDEP, MEMA/FEMA).
- Assemble and maintain files and environmental data for communities in the region.
- Work with municipal leaders and staff to understand local and regional environmental concerns and work to develop solutions.
- Understand and communicate environmental best practices.
- Help develop and promote partnerships within the region (municipal, non-profit, educational, etc.) to further project development and funding opportunities.
- Provide education and outreach on environmental topics of interest to MVPC communities including non-point source pollution, green infrastructure, energy efficiency and climate change.
- Conduct surveys and research on environmental issues in the Merrimack Valley.

Qualifications

Knowledge, Skills and Abilities

- Knowledge of state and local environmental programs, permits, and policies.
- Working knowledge of the economic, sociological, and environmental aspects of planning and development.

- Demonstrated comfort and experience in public speaking and presentation.
- Ability to perform basic research and analyze data using acceptable research practices, and to formulate alternatives and recommendations.
- 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 365 applications (Word, Excel, PowerPoint), GIS familiarity highly desirable.
- Ability to operate a motor vehicle.

Education and Experience

- Four-year degree in environmental science, engineering, or planning, or related field; 3 years of relevant experience in environmental planning/regulation at the state, regional or local level; or any equivalent combination of education and experience.
- Demonstrated experience associated with environmental research and writing in one or more areas such as report preparation and grant writing, and/or experience in permitting, planning, and/or field work in a municipal environment
- Any equivalent combination of experience and additional education or training that provides the knowledge, skills, and abilities to perform this work.
- Experience with Massachusetts projects is preferred, with special attention for individuals with local knowledge and contacts in the lower Merrimack Valley region.
- Cultural fluency and experience working with Environmental Justice communities
- Non-traditional qualifications are welcome, all candidates are encouraged to apply

Licenses, Certifications, and Registrations

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

Regular work hours are Monday through Friday 8 am to 4 pm. 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 remotely up to three days a week. Maintaining a remote work option is a priority for MVPC post-COVID.

Please submit a cover letter with your resume by October 15, 2021 to: jobs@mvpc.org

The Merrimack Valley Planning Commission is an EEO/AA Employer