

JOB DESCRIPTION

TITLE: Regional Mobility Planner

CATEGORY: Full-Time Professional

SALARY RANGE: Commensurate with experience up to \$80,000

Description

The Merrimack Valley Planning Commission (MVPC) Transportation Program is seeking an enthusiastic and motivated multimodal planner to join our team, which is committed to improving regional mobility, economic growth, and environmental sustainability with a focus on equity and enhancing livability for all. The ideal candidate must have a background in planning, interest in progressive multimodal transportation, and excellent verbal and written communication skills.

MVPC is the regional planning agency for 15 communities located in northeast Massachusetts. Our dynamic team provides planning assistance in the areas of community and economic development, land use, environment, and transportation, as well as providing GIS and information technology assistance.

The MVPC Transportation Program serves as the staff for the Merrimack Valley Metropolitan Planning Organization (MVMPO) and manages the federal transportation funding process for the region. In this capacity, we function as a liaison between the State and local cities and towns to advance beneficial capital projects and transit. We provide expertise and on-the-ground technical assistance to our local partners by engaging in regional planning in the areas of equity, safety, active transportation, transit planning and more.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS: Provide technical planning support for the Merrimack Valley Planning Commission and the Merrimack Valley Metropolitan Planning Organization (MVMPO). Work in cooperation with the Massachusetts Department of Transportation (MassDOT), Merrimack Valley Transit (MeVa), the 15 cities and towns in the Merrimack Valley MPO region, and other local, state, and federal transportation-related entities. Collaborate with the Environmental, Community and Economic Development, and GIS programs to provide a holistic approach to our planning practice.

Key responsibilities are as follows:

- Support and occasionally lead a diverse set of transportation work program tasks.
- Obtain, analyze, and manage data related to transportation performance metrics and trends.

- Present findings and recommendations to key partners and stakeholders; use diverse communication strategies to render complex and/or technical information more accessible for all audiences.
- Contribute to the creation of MPO planning documents, including drafting text, and data visualizations; develop public-facing web content and tools.
- Participate in transportation-related technical committees, advisory committees, community engagement events, working groups, and task forces, as appropriate, including Title VI/Environmental Justice outreach and engagement.

REQUIRED SKILLS

- Strong interpersonal skills.
- Ability to communicate verbally, visually, and in writing, with strong public speaking and presentation skills. Ability to engage with a variety of audiences.
- Successful management of projects, tasks and assignments to meet deadlines.
- Ability to work cooperatively in a team-oriented environment.
- Ability to manage independent tasks when assigned.
- Quantitative and qualitative analytical skills, including proficiency in working with and maintaining spreadsheets.
- Proficient in Microsoft Office 365 Suite software platforms.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- 3 years of full-time or equivalent part-time, professional experience in a relevant field, including urban or regional planning, transportation planning, or public policy, **OR**;
- A bachelor’s degree in any of the above relevant areas plus 1 year of relevant professional experience including internship/fellowship positions **OR**;
- A master’s degree in any of the above relevant areas.

KNOWLEDGE OF THE FOLLOWING IS DESIRABLE BUT NOT REQUIRED:

- Progressive transportation planning principles and best practices
- Microsoft Teams and Microsoft Planner software applications
- Metropolitan planning organization processes and practices
- Ability to communicate in Spanish
- Familiarity with ESRI ArcGIS software platform

LICENSES, CERTIFICATIONS, AND EQUIPMENT

- A valid driver’s license is required

MVPC is an equal opportunity employer and encourages all qualified persons to apply. Send resume and cover letter to jobs@mvpc.org.