

Networks Northwest is seeking an individual with experience in Urban and Regional Planning to fill the role of Community Planner – Transportation.

Founded in 1974, Networks Northwest facilitates and manages various business, workforce, and community programs for the 10 counties of Northwest Michigan. Our mission is to build stronger communities and enhance the quality of life in Northwest Michigan. You can learn more about our services by visiting [www.networksnorthwest.org](http://www.networksnorthwest.org).

Some examples of the responsibilities for this role include:

- Assisting the department in program development and acting as a liaison with MDOT and local agencies.
- Implementing the department's transportation programs (examples include: Asset Management, Rural Task Force, Small Urban Task Force, By-Ways, Traverse Transportation Coordinating Initiative Metropolitan Planning Organization)
- Assist communities in writing and updating their planning documents while meeting statutory requirements of the processes
- Conduct research in general or specific project areas
- Write and present formal reports, plans, grant applications, and correspondence
- Facilitate group discussions and/or conduct individual and group presentations
- Perform professional work related to a variety of planning assignments
- Manage planning projects and write reports as required
- Present reports and other findings to staff, transportation agencies and entities, local governmental committees and boards, legislative bodies, and serve as a liaison to such committees

This position will report to the Regional Director of Community Development

Competitive candidates will possess the following essential qualifications, skills, and abilities:

- Bachelor's degree or equivalent experience preferred in Urban and Regional Planning,
- Public Administration, Engineering, or other similar educational area of focus.
- Well-developed knowledge of planning principles and practices
- Knowledge of transportation planning
- Well-developed oral, written, and interpersonal communications skills
- Ability to work on several projects simultaneously
- Ability to manage projects effectively and meet firm deadlines
- Capable of working independently or as a member of a team, as needed
- Capacity to attend to details while keeping big-picture goals in mind
- Possess both leadership and teamwork skills
- Proficient in basic business computer operations
- Proficient in Microsoft Word and Excel
- Preferred proficiency in Adobe Creative Suite (In-Design, Acrobat-Pro)
- Knowledge of ESRI GIS software and preferred proficiency in the use of Arc GIS Pro.
- Time out of the office beyond normal professional work hours is a requirement as is some occasional auto travel

- Must possess a valid Michigan driver's license
- Some work within the confines of a moving automobile will be required

This is a full-time, Traverse City, Michigan based, salaried position. As a Networks Northwest employee this position is entitled to a full benefits package including health, dental, vision and life insurance, generous employer retirement contribution, and paid holiday, vacation, personnel, and sick time.

**How to Apply:**

Interested candidates please email **cover letter** and **résumé** by December 6, 2024 to: Cristal Guinan at [cristal.guinan@networksnorthwest.org](mailto:cristal.guinan@networksnorthwest.org). Learn more about Networks Northwest! and the job posting at [Careers : Networks Northwest](#)

Networks Northwest/Northwest Michigan Works Northwest is an Equal Opportunity Employer.

Network Northwest/Northwest Michigan works provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.