

COMMUNITY PLANNER

Networks Northwest is seeking a creative and passionate community development professional to fill the position of Community Planner. Competitive candidates will possess the skills, abilities and experience to facilitate, manage, and administer community development and planning projects in the support of local units of government in Northwest Lower Michigan.

The Organization

Networks Northwest is a regional economic development agency that connects businesses, people, and communities. Our mission is to build stronger communities and enhance the quality of life in Northwest Michigan. The Networks Northwest Community Development Department's goal is to be a planning resource by enabling and supporting the region's ability to preserve and create economic prosperity. Learn more at www.networksnorthwest.org.

The Position

This position will incorporate all aspects of regional planning program work. While the ability to work autonomously and keep programs on time and on budget is required, there is a team atmosphere within the Community Development Department and you will have both support and assistance from a dynamic group of planning professionals. This position offers a unique opportunity to work closely with communities and programs that directly affect the quality of life in Northwest Lower Michigan.

This position is directed by and responsible to the Networks Northwest Regional Director of Community Development.

Requirements include:

- Bachelor's degree in urban/regional planning, economics, public administration or a related field
- Experience managing and forecasting project level budgets
- Ability to manage multiple programs and projects simultaneously
- Excellent verbal and written communication skills
- Experience working collaboratively with multiple organizations towards accomplishment of a unified goal

- Ability to foster productive professional relationships at the local, regional, and state levels

Responsibilities include but are not limited to:

- Serving as spokesperson, liaison, and representative to local units of government and partnered organizations
- Conducting research in support of assigned projects
- Writing and presenting formal reports, plans, and correspondence
- Facilitating group discussions and conducting individual and group presentations
- Managing planning projects and assigned programs
- Working in regional program areas relating to community development, natural/water resources planning, hazard mitigation, transportation planning, coastal zone management, and others
- Scheduling and conducting meetings with local officials and partnered organizations
- Willingness to occasionally work outside of normally scheduled office hours
- Willingness to engage in as-needed day travel throughout the region

The Location

This Traverse City based position is located in one of the most desirable regions of Michigan.

The department's area of responsibility includes the ten counties of Emmet, Charlevoix, Antrim, Kalkaska, Leelanau, Benzie, Grand Traverse, Manistee, Wexford and Missaukee.

Compensation and Benefits

This full-time position offers a yearly salary of \$47,000 - \$52,000. The Community Planner is eligible for the following benefits; paid vacation and sick time, paid holidays, deferred compensation 401K retirement contribution, company paid medical, dental, vision and life insurance, yearly health savings account contribution, and access to agency vehicles for business related travel.

How to Apply

Please e-mail cover letter, resume, and short writing sample to:

terry.vandercook@networksnorthwest.org. Applications will be accepted until October 9th, 2020.

For questions regarding this position, please contact Terry Vandercook, Chief Program Officer, Networks Northwest, at terry.vandercook@networksnorthwest.org or 231-929-5058.