



UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION

Position Title: Equity Planner – Regional Planner

Status: Salary, Non-Exempt, Full-time (40 hours per week) – office and remote work

Location: Lebanon, New Hampshire

Salary Range: \$63,000 - \$68,000 for the Planner level.

Benefits: Benefits include paid time off/sick time (accrued 3.3846 hrs./week), paid holidays, a flexible work schedule, a health care plan at no cost to the employee, a vision and dental plan, long—and short-term disability, life insurance, parental leave, a 2% contribution to retirement and up to an additional 6% retirement match after one year.

Posting Date: August 5, 2024

Start Date: September 2024

To Apply: Submit a *cover letter and resume* to info@uvlsrc.org

Application Deadline: Applications will be accepted until the position is filled. UVLSRPC will be reviewing applications as they arrive.

Position Description

UVLSRPC seeks an equity planner to substantively understand and advance equity across our region's populations and communities. The equity planner will work across planning disciplines from transportation to housing, infrastructure to economic development, and environment to public health. The equity planner will inform how we engage our communities to reach diverse residents effectively and enact projects to address the needs of our more rural and urban municipalities. The equity planner will advise diverse projects to advance equitable outcomes from project development to final deliverables.

The equity planner will lead the organization's communications efforts in a way that meets diverse needs and engages diverse communities. The communications strategy will seek to advance equity through substantive relationships and partnerships. Further, this planner will lead from fundraising to project management on targeted projects that advance equitable planning.

What are we looking for?

UVLSRPC is looking for an energized individual eager to lead multiple projects at once. Ideally, this person has a strong willingness to learn and a desire to advance their professional career. We are looking for an individual with an interest and experience in planning with a focus on equity across multiple disciplines and people. In addition to equity planning, a background in one of the following areas is desirable: GIS and data analysis, communications, land use, or transportation planning. Additional experience in housing and economic development is also desirable.



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Preferred Experience

Master of Arts/Science in planning, community engagement, sustainable development, public administration, or related degree or subject area. Relevant work experience of 3 years. AICP certification preferred. Educational, work, or volunteer experience in diversity, equity, inclusion and belonging, planning, community development, or transportation can substitute for the preferred work experience.

UVLSRPC provides training and professional development opportunities for all employees.

Skills/Knowledge

- Knowledge of regional planning principles and practices
- Knowledge of equity research and planning practices
- Effective project management and organizational skills to meet deadlines on budget
- Ability to work independently, within teams, and on multiple projects simultaneously
- Cooperatively work and establish trusted relationships with elected officials, staff, volunteers, partner organizations, and the general public
- Ability to speak effectively in public settings and give public presentations
- Ability to facilitate meetings and participate effectively in meetings
- Creatively solve problems and build consensus among different stakeholders
- Ability to prepare well-written reports for publication and presentation
- Expertise in qualitative and quantitative research and data collection methods and practices
- Knowledge of Adobe InDesign, Microsoft Office, and related software
- Skills and knowledge in ArcGIS and data analysis

Responsibilities

- Supports or leads all stages of the planning process, including, but not limited to, fundraising, data collection, analysis, outreach, synthesis, visioning, and writing formal plans and studies
- Advances placemaking to promote thoughtful, inclusive, and equitable planning across the organization's project areas and through the development of targeted programming
- Review development proposals, permit applications, and site plans for conformance with local and state ordinances, regulations, and statutes
- Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning
- Advances infrastructure projects for equitable community development related to transportation, housing, and resilience planning goals
- Prepares subdivision/land use development reviews, zoning analysis requests, and zoning amendments as requested by member municipalities
- Develops new and updated municipal/regional plans and programs
- Recommends priorities, schedules, and funding sources to implement plans
- Writes and presents formal and technical reports, working papers, and correspondence
- Provides professional planning advice and administrative support to municipal boards and community organizations
- Prepares grant applications to implement new projects and studies