

REGIONAL PLANNER

The Greater Portland Council of Governments (GPCOG) seeks a full-time Regional Planner to join our innovative team. This staff person will perform a variety of professional planning tasks in the areas of transportation, land use, and economic development in support of local governments and regional partners throughout Southern Maine.

As Maine's economic center, Greater Portland is an exciting region in which to work and live – and Portland is a world-class small city as shown in many “top ten” lists during the past ten years.

The position will include the following responsibilities:

- Providing project management on land use and transportation planning projects
- Researching and preparing reports, studies, and presentations
- Advising various levels of government on policies and best practices
- Organizing workshops and educational events for municipal staff and the public
- Leading presentations and facilitating discussions among a diverse set of stakeholders
- Interacting with environmental, economic development, transportation, housing and community development organizations, federal and state agencies, and the public

GPCOG is looking for a candidate with the following skills and qualifications:

- A bachelor's degree in Planning or related field, and at least 2 years relevant planning experience required
- Proficiency working with spreadsheets and databases.
- Attention to detail and applying quality-assurance procedures to all products and activities
- Excellent written and oral communication skills and the ability to effectively present to a variety of audiences, including elected officials, technical staff, and the public
- Ability to establish and maintain effective working relationships with collaborating agencies, public officials, employees, and the public
- Candidates should be organized in time management, be able to work on multiple projects and work both independently or on a team
- Experience staffing and managing committees

Serving the Greater Portland and Lakes Region Communities

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- Availability to attend occasional evening meetings as needed
- Possess a valid driver's license

Desirable but not required:

- A master's degree in transportation planning, urban or regional planning, economics, or a related field
- Experience with ArcGIS, and experience with graphic design software (e.g. Adobe InDesign, Illustrator, Photoshop) is a plus
- Experience providing professional planning assistance to local governments, including planning experience in the areas of land use, economic development, housing, or open space; experience in ordinance preparation to promote sustainable and equitable development.
- Knowledge of federal, state and local land use policy issues, laws, regulations, and programs, as well as best planning practices related to master planning and other local planning activities
- Grant writing and grants management experience

GPCOG offers a comprehensive benefits package, competitive salary, a great work/life balance, and a fun and creative working environment. We are an equal opportunity employer, committed to representing the region's diversity in our staff and creating a positive, inclusive workplace where all can thrive. People of color, veterans, and people with disabilities are encouraged to apply.

Come join our team!

We will begin reviewing applications for this position on June 28, 2019 and continue accepting applications until the position is filled. Interested candidates should submit a cover letter, resume, writing sample, and minimum salary requirements (no phone calls please) to: Ms. Kaylei Coombs at kcoombs@gpcog.org . Email subject line: Application for Regional Planner.