



Position Title: Community & Economic Development Planner

Location: Based Out of Littleton NH, Remote Work Option

Supervisor: Executive Director

Travel Requirements: Travel within New Hampshire & New England

THE POSITION

Reporting to the Executive Director, the Community & Economic Development Planner will provide professional, technical and administrative support the Council's community development work program. The Planner filling this position will be responsible for research, development, and implementation of plans, studies and recommendations pertaining to areas economic and community development, land use planning, comprehensive planning and environmental issues. Planner filling this position will conduct data research and analysis, prepare reports, and work with municipalities, businesses, non-profits, committees, State and federal agencies. The Community & Economic Development Planner will assist with the development of scopes of work for projects, grant applications and provide technical and grant administration services. The responsibilities of the position will vary with the program or project on which the planner is working and will require the individual work collaboratively with others while balancing multiple projects and priorities.

Responsibilities

- Monitors state and federal policies, programs and opportunities as pertains to community and economic development relating to the Council and entities of the region.
- Develops and maintains network of working relationships with local, regional, State, federal agencies and partners.
- Under guidance of the Executive Director develop grant applications, scopes of work and project development for the Council, partner entities and municipalities.
- Provides technical assistance to communities, businesses and organizations in application development for opportunities offered by federal, State and local funders such as CDBG, EDA, USDA, NBRC and EPA.
- Participates in public forums, workshops and conferences, make presentations, and facilitates discussions regarding community development and issues affecting the region.
- Provides guidance to communities, businesses and organizations on the adherence to, and compliance with, federal, State and local regulations in the conduct of projects..
- Coordinates regional programs including potentially joint purchases, workshops, and information sessions in the area of economic development.
- Analyzes and organizes data into written reports utilizing computerization techniques, composition and editing skills.
- Maintains current knowledge of laws, regulations, assistance programs and financing methods in a variety of economic and community development subject areas.
- Works effectively in both on-site and remote scenarios.

IDEAL CANDIDATE

Education & Experience

- Bachelor's Degree from an accredited college or university in public administration, community development, urban or regional planning or related field, Master's Degree preferred; preferred 5 years' experience in community development, land use planning or economic development or equivalent combination of education and experience.

Knowledge, Skills & Abilities

- Working knowledge of word processing, spread sheet and database software products.
- Proficient with geographic information systems – preferred Arcview/ArcGIS.
- Knowledge of and demonstrated experience with principles, practices, regulations and techniques in the fields of land use, environmental, community & economic development and other areas of planning.
- Demonstrated ability to present information clearly and effectively in written, graphic and verbal formats.
- Knowledge of and experience in research and survey methods and the ability to compile, analyze and present data in meaningful formats and methods.
- Ability to write clear, concise reports, documents and plans and effectively communicate them.
- Experience in organizing, conducting and facilitating public meetings, hearings and workshops.
- Demonstrated ability to develop and maintain collaborative working relationships with partner entities.
- Must possess a valid driver's license.

COMPENSATION & BENEFITS

- **\$40,000 - \$55,000 DOQ**
- Medical, Dental, Vision
- 12 paid holidays
- Paid vacation and sick leave
- Disability insurance

This job description is intended to provide general information about the position. It is not an employment contract and is not intended as a complete list of all job roles and responsibilities. The Community & Economic Development Planner may be required to perform other roles and responsibilities. As with all positions, the responsibilities, roles, and requirements of this job may change. The organization, at its discretion, may alter this job description at any time with or without notice.

The North Country Council is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by June 1, 2020 (open until filled). Applications, personal writing sample, resumes and cover letters will only be accepted electronically. **To apply send materials to Michelle Moren-Grey, Executive Director at mmoren@nccouncil.org – subject line Community & Economic Development Planner.**