

Planning Coordinator

Join Our Team!



2024

North Country Council
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mmoren@nccouncil.org



Job Description

Planning Coordinator

Summary

Planning Coordinator

Salary Range: \$58,000 - \$72,000

Employment Status: Full-Time

Experience: At least seven (7) years of experience in grant writing and technical assistance, facilitating community conversations, economic and community planning, and fieldwork.

Minimum Education Requirements: Masters Preferred, or Bachelor's Degree from an accredited college or university in public administration, community development, urban or regional planning, or related field.

Direct Supervisor: Executive Director

Supervisory Responsibilities: Minimum of three (3) years experience in guiding colleagues and assigning work/tasks to other staff.

Primary Work Location: Littleton, New Hampshire (office). Travel throughout Coos, Grafton, and Carroll Counties with trips to southern NH and beyond. Nights will be required as they relate to current community work, as well as the occasional weekend.

Certification: Valid driver's license.

To apply: Please forward a resume and cover letter to Michelle Moren-Grey, Executive Director, North Country Council, 161 Main Street, Littleton, NH 03561, or email mmoren@nccouncil.org subject line Planning Coordinator.

This position is open until filled. North Country Council is an equal opportunity employer. Applicants must be authorized to work lawfully in the United States. If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment.

Essential Job Functions

Reporting to the Executive Director, the Planning Coordinator working in a collaborative, fast-paced varied environment is expected to exhibit leadership, the ability to apply past experiences, technology knowledge, and professional judgment while conducting a variety of advanced planning activities. The position will be responsible for assisting in the guidance of planning efforts and developing innovative strategies to further the implementation of the Council's work program, community services, and quality of products delivered to the Council's clients.

The ideal candidate for this position must be self-motivated and able to work collaboratively with others while balancing multiple projects and priorities across all fields of the Council's work.

A diverse set of knowledge and skills related to planning, research, and analysis with a willingness to learn new programs and areas of planning. The functions are as follows but are not limited to:

- Collaborate and represent the Council with local, state, and federal partners on regional initiatives such as housing, economic development, workforce, and municipal regulation.
- Work with all Regional stakeholders to identify communities' current and emerging needs and engage directly with businesses, non-profits, elected officials, and government staff to identify solutions.
- Monitor state and federal policies, programs, and opportunities pertaining to community and economic development relating to the Council and entities of the region.
- Develop and maintain a network of working relationships with local, regional, state, and federal agencies and partners.
- Provide guidance and oversight when needed to Council Planning staff.
- Provide input to developing strategic initiatives and projects for the Council.
- Manage various project budgets, timelines, and workload distribution.
- Under the guidance of the Executive Director, develop grant applications, scopes of work, and project development for the Council, partner entities, and municipalities.
- Provide 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.
- Participate in public forums, workshops, and conferences. Make presentations, and facilitate/lead discussions regarding community development and issues affecting the region.

- Guide communities, businesses, and organizations in adhering to and complying with federal, state, and local regulations in the conduct of projects.
- Coordinate regional programs, including potential joint purchases, workshops, and information sessions on economic development.
- Analyze and organize data into written reports utilizing computerization techniques, composition, and editing skills.
- Maintain current knowledge of laws, regulations, assistance programs, and financing methods in various economic and community development subject areas.
- Work effectively in both on-site and remote scenarios.

Knowledge, Abilities and Skills

Knowledge:

- Office procedures, methods, and equipment, including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Knowledge of and demonstrated experience with principles, practices, regulations, and techniques in land use, environmental, community & economic development, and other planning areas.
- Knowledge of and experience in research and survey methods, as well as the ability to compile, analyze, and present data in meaningful formats and methods.
- Knowledge of Geographic Information Systems (GIS) as a tool for planning activities.
- Familiarity with and ability to apply state and local laws related to local and regional planning.
- Relationships with federal, state, regional, and local government agencies in the region.

Ability:

- Demonstrated ability to present information clearly and effectively in written, graphic, and verbal formats.
- Ability to write and effectively communicate clear, concise reports, documents, and plans.
- Ability to organize, conduct, and facilitate public meetings, hearings, and workshops.
- Demonstrated ability to develop and maintain collaborative working relationships with partner entities.

- Ability to apply research methods to data collection, analysis, and presentation.
- Ability to compile research and data and draft analysis for review.
- Work on several projects simultaneously while adapting as priorities change.
- Demonstrated success in working with citizen advisory commissions, elected officials, and ad hoc citizen groups in a conference environment, public assemblies, and meetings.
- Ability to problem solve, gather relevant information to solve practical problems and address inquiries and concerns.
- Attend to details while keeping larger goals present.
- Establish and maintain effective working relationships with co-workers, other agencies, and the public.
- Work independently or in a team environment as needed.
- Meet intermediate and final deadlines and promptly ensure products are delivered to other staff to meet all deadlines.

Skills

- Proficient in Microsoft Word, Excel, PowerPoint, and the Microsoft 365 environment.
- Ability to work effectively and productively under time and budget constraints to meet deadlines.
- Must possess a valid driver's license.

This job description is intended to provide general information about the position. It is not an employment contract or a comprehensive listing of all job duties. As with all parts, this job's responsibilities, roles, and requirements may change. At its discretion, the organization may alter this job description at any time with or without notice, and either party at will may terminate employment.

Employee Benefits

Here are some of the key benefits we provide to our team members:

- **Health Insurance:** The Council pays 100% of the employee's health insurance premium for the PPO Basic plan, and we pay 50% of the PPO Basic plan premium for your dependents. Buy-up plans are also available with additional costs to the employee. Employees can opt-out and receive 25% of the premium if covered under another plan.
- **Vision Insurance:** Discount programs on exams, frames, and lenses.
- **Dental Insurance:** The Council pays 100% of the employee's premium and 50% of the premium for dependent coverage of the plan.
- **Life Insurance:** The Council pays 100% of the premium to cover the employee at \$50,000.
- **Short-Term and Long-Term Disability Insurance:** The Council pays 100% of premiums.

Vacation Accrual Schedule

- **Paid Time Off:** annual ten (10) holidays and two (2) flex holidays. Sick hours accumulate at 90 per year with a cap of 225, and vacation hours accrue weekly. Vacation time increases with years of service. (See table).

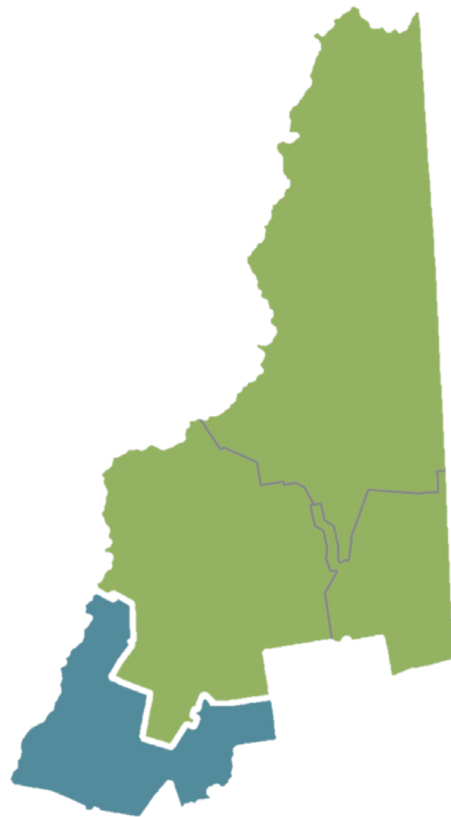
0-1	2.88 hrs, PPP (10 days annually)
2	3.46 hrs, PPP (12 days annually)
3	4.33 hrs, PPP (15 days annually)
4	4.90 hrs, PPP (17 days annually)
5	5.77 hrs, PPP (20 days annually)
6	6.35 hrs, PPP (22 days annually)
7	6.92 hrs, PPP (24 days annually)
8+	7.21 hrs, PPP (25 days annually)



About North Country Council

The North Country Council has provided land use, transportation, environmental, community, and economic development planning services for 48 years. We are one of nine Regional Planning Commissions (RPC) established by NH RSA 36:46, which assists in collaborative planning across many areas, acts as liaisons between local, state, and federal government, and provides advisory assistance in the region.

North Country Council seeks to effectively provide services supporting municipalities in planning and community development activities. Support to municipalities is accomplished by providing professional planning services, securing grants, administering grant funding, data collection and analysis, and regional coordination.



In addition to being an RPC, North Country Council is a federally designated Economic Development District (EDD) by the US Department of Commerce, Economic Development Administration. The Council, as an EDD, is responsible for carrying out the various aspects of developing, maintaining, and implementing the Comprehensive Economic Development Strategy (CEDS). Being a designated EDD, the region is afforded enhanced services focused on economic development.

Albany Bartlett Bath Benton Berlin Bethlehem Campton Carroll Chatham Clarksville
Colebrook Columbia Conway Dalton Dummer Easton Eaton Ellsworth Errol Franconia
Gorham Groton Hart's Location Haverhill Jackson Jefferson Lancaster Landaff Lincoln
Lisbon Littleton Lyman Madison Milan Monroe Northumberland Pittsburg Randolph
Rumney Shelburne Stark Stewartstown Stratford Sugar Hill Thornton Warren
Waterville Valley Wentworth Whitefield Woodstock Coos County Grafton County Carroll
County *Additional communities in ED District* - Alexandria Ashland Bridgewater Bristol
Canaan Dorchester Enfield Grafton Hanover Hebron Holderness Lebanon Lyme Orange
Orford Piermont Plymouth