



<b>Position</b>	Associate Planner
<b>Posting Date</b>	1/1/2025
<b>Category</b>	Full-Time
<b>Benefits</b>	Yes
<b>Salary</b>	\$45,000 to \$58,000 DOE

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## Job Description

## ASSOCIATE PLANNER

### About Us:

The **North Country Council** is a dynamic, community-focused organization dedicated to improving the quality of life for Coös, Grafton, and Carroll Counties residents. As a Regional Planning Commission and Economic Development District, The Council works collaboratively with municipalities, businesses, and community stakeholders to drive sustainable growth, economic development, and rural planning across the North Country region. We are committed to addressing the region's challenges and leveraging opportunities to foster lasting, community-driven change.

Our forward-thinking team works across various sectors, delivering innovative solutions that promote sustainable growth, enhance community livability, and support economic vitality. By focusing on rural development, transportation, and regional planning, we aim to shape a prosperous future for the communities we serve. The North Country Council's dedicated professionals are passionate about positively impacting and creating a stronger, more vibrant region.

We seek a motivated and detail-oriented **Associate Planner** to join our team and contribute to the success of our planning initiatives. The ideal candidate will have a strong interest in regional planning and a passion for collaborative work that supports community development and meaningful change.

### Role Overview:

The **Associate Planner** will support the Council in **planning, data collection, research, and analysis** for various regional projects. This position is designed for individuals with a basic knowledge of planning and a desire to grow in the field. The successful candidate will work on diverse planning projects and contribute to the organization's success by assisting with **community outreach, research, and reporting**.

### Key Responsibilities:

- Assist in preparing **planning studies, guidance**, and materials across various planning focus areas.
- Collect, review, and analyze **data** on planning topics from both field and digital sources.
- Draft **informational and outreach materials** for communities and regional groups.
- Attend relevant **training** with local, state, federal, and institutional partners.
- Conduct **outreach** to regional groups, committees, and communities through **public events** and marketing activities.
- Attend **internal staff meetings**, ensuring project tasks and workflow are managed effectively.

- Maintain **organized records** for internal review and correspondence with local, regional, state, and institutional partners.
- Perform similar or related duties as assigned.

### Key Skills & Experience:

- **Knowledge of:**
  - **Office procedures**, methods, and equipment, including applicable software (word processing, spreadsheets, databases).
  - **Geographic Information Systems (GIS).**
  - **Local and regional planning laws.**
  - **Research methods** for collecting, analyzing, and presenting data.
  - The relationship between **federal, state, regional, and local government agencies.**
- **Abilities to:**
  - Compile **research** and draft analysis for review.
  - Work on **multiple projects** simultaneously while adapting to changing priorities.
  - Apply transferable knowledge to the work of the **Council.**
  - Effectively communicate with **citizens, elected officials, and advisory commissions.**
  - Solve problems and gather information to address **inquiries.**
  - Establish and maintain **effective working relationships** with co-workers, agencies, and the public.
  - Work **independently** and as part of a **team.**
  - Meet **deadlines** and manage tasks to ensure timely delivery.
- **Skills:**
  - **Proficiency in Microsoft Word, Excel, PowerPoint, and Microsoft 365.**
  - Ability to work **under time and budget constraints** to meet deadlines.

### Qualifications:

- A **bachelor's degree** in Land Use Planning, Landscape Architecture, Geography, Public Administration, or a related field.
- Limited experience in **planning, research, or analysis**, though **transferable work experience** may be considered.
- A **valid driver's license** and the ability to **travel** for work.

### Why Join Us?

At North Country Council, you will have the chance to make a real impact by contributing to projects that directly improve the quality of life for communities in Northern New Hampshire. You'll play an essential role in regional planning efforts that affect infrastructure, economic development, and community sustainability.

The position offers tremendous growth potential. You will gain hands-on experience across various areas of planning, from land use and transportation to community outreach. With mentorship from seasoned professionals, you'll have the opportunity to broaden your skill set and advance in your career.

Our team is committed to fostering a community atmosphere where collaboration and shared goals are at the heart of everything we do. By working alongside passionate colleagues and regional partners, you will be part of a mission to create lasting change for the people of New Hampshire.

Moreover, we believe in a healthy work-life balance. As a full-time team member, you'll enjoy the flexibility and support needed to excel both professionally and personally.

In addition to working on exciting planning projects, we offer a competitive salary range of **\$45,000 to \$58,000** depending on experience and a comprehensive benefits package that includes:

- **Health, Dental, and Vision Insurance**—with generous employer contributions.
- **Life Insurance** and **Short-Term/Long-Term Disability Insurance** at no cost to you.
- **Paid Time Off**, including holidays, sick days, and vacation time that increases with tenure.
- **Opportunities for professional development** and continuing education.

#### **Location and Travel:**

The role is based in **Littleton, NH**, with travel required throughout the three counties (Coös, Grafton, and Carroll), as well as occasional trips further south. You must be flexible, as some evening and weekend work will be required to attend meetings or facilitate events. Working remotely is an option, with some days being in office days.

#### **How to Apply:**

If you are excited about the opportunity to make a tangible impact on the future of the North Country region, we would love to hear from you.

To apply, please send your resume and a cover letter detailing your qualifications and interest in the position to **Michelle Moren-Grey, Executive Director**, at [mmoren@nccouncil.org](mailto:mmoren@nccouncil.org). Please use the subject line **"Associate Planner"**.

This position is open until filled, and we encourage you to apply as soon as possible. The North Country Council is an equal-opportunity employer, and we welcome applications from all qualified candidates.