



Position	Planner
Posting Date	1/1/2025
Category	Full Time
Benefits	Yes
Salary	\$55,000 to \$72,000 DOE

Job Description

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.

The **Planner** will be an integral part of our team, supporting local and regional planning efforts across key areas such as **community development, economic development, transportation, environmental planning, and resource protection**. This full-time role involves **developing and implementing planning projects**, conducting thorough research, engaging with the public, and assisting local officials. The Planner will play a crucial role in shaping the region's growth and ensuring sustainable development by balancing community needs with effective planning strategies.

Role Overview

The **Planner** in this position will be responsible for supporting local and regional planning efforts across various areas with an emphasis on transportation planning. The Planner will also be asked to work on community development, economic development, environmental planning, and resource protection. This full-time role involves developing and implementing planning projects, conducting research, engaging with the public, and assisting local officials in understanding and using land use plans and regulations.

Key Responsibilities

- **Oversee** our traffic count collection program by developing a collection plan, maintaining quality assurance of collected data, and maintaining traffic equipment.
- **Perform a variety of professional planning tasks**, including the development of local and regional planning projects.
- **Prepare and implement planning studies**, research, and reports, ensuring compliance with funding and contracting requirements.
- **Conduct research, analysis, and writing tasks** to support local, state, and federal-funded planning initiatives, including fieldwork as necessary.

- **Identify and apply for funding opportunities** to support planning projects.
- **Coordinate and facilitate public meetings, hearings,** and workshops, engaging community stakeholders.
- **Assist local officials** in understanding land use plans, zoning ordinances, subdivision regulations, and site plan review processes.
- **Collect, analyze, and interpret data,** summarizing findings with charts, graphs, and maps.
- **Lead project teams** when assigned and ensure the successful completion of planning initiatives.
- **Perform related work** as assigned by the supervisor.

Key Skills & Experience

- **Knowledge of municipal planning practices,** land use, community development, and affordable housing.
- **Experience facilitating public meetings,** open forums, and group discussions.
- Proficiency in **data collection, research methods,** and **data visualization techniques.**
- **Grant writing and administration skills,** with the ability to assist in securing funding for planning projects.
- Strong **organizational skills,** with the ability to juggle multiple tasks and deadlines.
- **Proficiency in Microsoft Office Suite** (Word, Excel, PowerPoint) and the Microsoft 365 environment.
- **Effective communication skills** to engage with diverse stakeholders, including community groups, developers, and government officials.

Qualifications

- **Bachelor's degree** in Land Use Planning, Landscape Architecture, Geography, Public Administration, or a related field.
- **Two to four years** of experience in municipal planning, community development, or related areas.
- **Experience with project management,** including planning, budgeting, and working within established timelines.
- **Valid driver's license** and reliable transportation for regional travel.
- **A willingness to learn** and a passion for community-focused planning.

Why Join Us?

At the North Country Council, you'll be part of a passionate and close-knit team that values **creativity, collaboration,** and **community engagement.** Your work will have a **lasting impact** on the North Country region, as you'll help shape the planning and development processes that affect real communities.

We offer a **dynamic and varied work environment** with opportunities for **professional development,** as well as a chance to contribute to the **sustainability** and **long-term growth** of one of New Hampshire's most beautiful and vibrant regions.

In addition to working on exciting planning projects, we offer a competitive salary range of **\$55,000 to \$72,000** 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) and occasional trips further south. You must be flexible; 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. Please use the subject line **“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.