

Planner Position

Who We Are

Planning NEXT is a multidisciplinary community visioning and planning practice located in the Short North neighborhood of Columbus, Ohio. Our office is seeking a team member to fill a planner position to support our national practice. Our work is grounded in the belief that strong technical planning must be conducted in parallel with robust community engagement that brings people together to develop a shared vision for the future.

What We Are Looking For

Our tight-knit and fast-paced office is seeking a supportive and energetic team member.

Responsibilities

The planner will assist project managers with key aspects of planning projects, including the following:

- Preparing communications and outreach materials for planning processes, including the design of print collateral and online communications tools;
- Providing support for public workshops and events, including preparing materials, facilitating small groups and processing public input gathered;
- Researching and collecting data on community conditions and trends and working with project managers to present information in a clear and compelling manner in multiple formats;
- Preparing draft content for presentations to clients, stakeholders and the public;
- Preparing maps and graphics that help to effectively convey key data and help tell important stories about communities;
- Drafting text for planning documents and interim deliverables that is technically competent while also accessible to the intended audience(s);
- Assisting with editing and formatting plans and other documents.

From time to time, the planner may be asked to assist with other tasks in the office, including the following:

- Supporting general marketing, including drafting company website updates and conference presentation material;
- Assisting content generation and formatting for proposals;
- Performing administrative tasks as needed to help keep our small office running smoothly.

Required

- A strong belief in the integration of meaningful community input with strategic and comprehensive planning;

- Excellent organization and task management capabilities;
- Strong writing and editing skills;
- An aptitude for visual/graphic presentation;
- Proficiency in MS Office software; and
- Proficiency with ArcView, Adobe and CreativeSuite.

Background

- A Masters degree in city planning or related field; and
- One to three years of professional planning experience.

For more information about Planning NEXT, visit www.planning-next.com.

If you think you can join us, please email cover letter and resume to sarah@planning-next.com. No phone calls please.