

Position: Associate Planner – Housing

Position Summary: Baird + Driskell Community Planning is seeking a motivated associate to help with a variety of policy and planning projects in the Bay Area. Work will average 30-40 hours per week. The work involves assisting with several exciting housing policy projects, including providing technical assistance and facilitation on new state housing laws, promoting Accessory Dwelling Units, and inclusionary zoning. The associate will assist with research, writing and compiling informational materials, as well as providing general assistance. Typical activities might be to assemble materials about best practices or to prepare for public participation and outreach meetings.

Initially, the associate will work closely with the principals at Baird + Driskell to learn about housing policy and planning in California, but eventually will be expected to undertake much of the work independently. The associate will work out of our Berkeley office 1-2 days per week, and will otherwise work remotely. The work schedule is somewhat flexible, and the associate will be able to schedule some work time as they see fit (some evening work is fine). The associate will be an independent contractor initially.

Required skills:

- Clear and concise writing that is both technical and understandable to the general public
- Comfort collecting, analyzing and writing about basic data (demographics, housing statistics, etc.)
- Ability to use Word, Excel, and PowerPoint to present information in an attractive, easy-to-read way
- Strong problem solving abilities

Desired skills:

- Graphic design sense and familiarity with Adobe Design Suite (Photoshop, InDesign)
- Knowledge of housing planning and policy

About Baird + Driskell: Baird + Driskell Community Planning is a planning firm specializing in housing policy, public participation, long-range strategic planning, community design, land use, affordable housing, environmental review and project management. We work closely with our clients, and in many cases serve as an extension of their staff to best tailor our products to their use. More information is available at www.bdplanning.com.

Compensation: The compensation for this position is \$40-65 per hour for 30 - 40 hours per week (\$40 for someone with an undergraduate degree and little

direct experience / \$65 for someone with a graduate degree and more than four years of relevant experience).

Expected Schedule:

July 23 rd	Final deadline to apply
Week of July 30 th	Notification of finalists
Week of Aug 6 th	Interviews
Week of Aug 13 th	Hiring decision
August 20 th or Aug 27 th	Start

How to Apply:

Please email a cover letter, resume and writing sample, saved as pdfs, to Joshua Abrams at abrams@bdplanning.com. No calls please.