



March 22, 2021

Job Announcement: Urban Planning Associate (part-time)

Sigala Inc. is an urban planning and development consulting firm located in Clovis, California. We specialize in transportation and regional planning, and affordable housing planning and development services. We are seeking a part-time Urban Planning Associate for planning assignments throughout the San Joaquin Valley. Most our work efforts are focused on transportation and housing at the regional level.

The successful candidate will possess a background and interest in urban planning and development as it relates to sustainable land use policy and growth for our region. We need someone who has experience in transportation, housing and/or land-use planning. We are looking for an individual with the following characteristics: multi-tasker, detail-oriented, maintains a professional appearance, well-organized, good writing skills, good desktop publishing skills, good technical webinar/zoom skills, positive attitude, some knowledge of government and Valley geography, ability to travel (if needed), and good communication skills on the phone, by email and in person. Proficiency in Word, Excel, PowerPoint, Word Press and Constant Contact are needed. A Bachelor's Degree in urban planning, business, economics, public policy, or related degree is highly desired.

Typical duties vary and include:

- **Project Coordination** - developing and maintaining project calendars, milestones, budgets, public relations, etc.
- **Analytical** – public policy research, memo “white paper” summary reports, staff reports, financial and activity reports, presentations, and grant writing.
- **Project Management** - project budgets, timelines, reporting, consultant solicitations and coordination, public presentations, leading meeting discussions, follow up, etc.

This is an excellent mid-level position and will expose the right candidate to extremely important projects and planning efforts occurring throughout the entire eight county San Joaquin Valley. The position can become full-time for the right candidate.

Compensation:

Competitive hourly salary depending on qualifications and experience.

This is a part-time employment opportunity. Health benefits can be available. Flexible and family friendly work hours. Mostly telecommuting at this time.

Sigala Inc. is an equal opportunity employer. Minorities are encouraged to apply.

Please send a cover letter and resume to Michael@sigalainc.com. Please call 559.266.6222 if you have any questions.