



Purposeful and passionate. These are the people who join MIG.

For 30 years, MIG has engaged the talents and vitality of top professionals. With a small-firm feel but a large-firm reach, we are in the enviable position to help our clients redefine issues and resolve barriers. We look beyond convention to produce meaningful programs and durable solutions. Our shared vision is of a world where people, communities and ecosystems thrive.

We are seeking a **Project Associate** to join the Management and Policy Planning Services (MAPS) team at our Berkeley, CA headquarters. The MAPS team provides policy planning and community planning outreach services in the fields of land use, transportation, conservation policy, parks and recreation, public health and social welfare. We also assist agencies and organizations with strategic planning and organizational development.

The Project Associate will work closely with principals and project managers as a member of interdisciplinary project teams. This team member will participate in all aspects of project design and implementation, process design group facilitation, research, writing, development of materials, meeting support, content analysis, administration and client contact. The Project Associate will also interact often with diverse members of communities during public engagement activities. Candidates for this position must be adept at working at the community level, and with Spanish-speaking residents.

Specific requirements include:

- A minimum of B.A./B.S. (Master's degree preferred) in the social sciences, public policy, urban studies, planning or a related field.
- Bilingual ability and/ or fluency (Spanish) in both verbal and written communication
- 2-4 years' work experience desired, some consulting experience preferred
- Demonstrated excellence in written and verbal communication required.
- Proven ability to engage with diverse community members on a variety of topics
- Strong experience in public outreach and group facilitation preferred.
- Strong interest in policy planning, community involvement, research and social and organizational change.
- Computer proficiency especially with Microsoft Word, Excel, and Power Point
- Graphic production savvy, knowledge and experience with the Adobe Creative Suite (Photoshop, In Design and Illustrator).

We offer a comprehensive benefits package and flexible work schedule. Salary range will be commensurate with experience. We are an equal opportunity employer. Please email a descriptive cover letter, two writing samples, salary history and resume to:

Joan Chaplick, Principal

MIG, Inc.

800 Hearst Avenue

Berkeley, CA 94710

Email: joanc@migcom.com

Please respond by October 21, 2016. No calls, please.