



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 strategic planning, organizational development, agency policy planning, and community planning outreach services in the fields of land use, transportation, water policy, parks and recreation, public health and social welfare.

The Project Associate will work closely with senior staff and have opportunities for progressive responsibility and advancement. This team member will participate in all aspects of project design and implementation, including 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 who are adept at working at the community level, including those who can communicate with Spanish and/or Chinese language skills are especially desirable to our project team.

Specific requirements include:

- Graduate degree in the public policy, planning, urban studies, social sciences, or a related field.
- 2-4 years work experience desired, depending on educational background.
- Demonstrated excellence in written and verbal communication required.
- Experience in conducting public outreach and group facilitation preferred.
- Bilingual ability and/ or fluency (Spanish or Chinese) in both verbal and written communication is highly desirable.
- Graphic production savvy, knowledge and experience with the Adobe Creative Suite (Photoshop, In Design and Illustrator).
- Strong interest in policy planning, community involvement, research and social and organizational change.
- Computer proficiency with Microsoft Word, Excel, Power Point, and Survey Monkey.

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, and resume to:

Joan Chaplick, Principal

MIG, Inc.

800 Hearst Avenue

Berkeley, CA 94710

Email: mapsresumes@migcom.com and joanc@migcom.com

Applications will be reviewed as received. We seek to fill this position as soon as possible.