



## Professional Opportunity: Associate Planner (Housing)

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Baird + Driskell Community Planning is seeking a motivated associate to help with a variety of policy and planning projects in the Bay Area. You will assist with several exciting housing policy projects, providing technical assistance and analysis for the development of housing plans and strategies, promoting Accessory Dwelling Units, and facilitating the creation of affordable housing through land use policies and programs. The associate will assist with research, writing and compiling informational materials, as well as providing general assistance. Typical activities might be to summarize standards, assemble materials about best practices or to prepare for public participation events (virtual and, when possible, in person).

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 primarily work remotely until it is safe to come to the office (telecommuting is still permitted). 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). Generally, we maintain a healthy work/life balance and do not work more than 40 hours per week, but occasionally there are deadlines that require pushes.

**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
- Entrepreneurial attitude and strong problem solving abilities
- Bachelor's degree in Planning, Public Policy or related field (Master's Degree in City Planning or related field preferred; or equivalent work experience)

**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 small practice specializing in housing policy, public participation, strategic planning, community design, land use and sustainability planning. 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](http://www.bdplanning.com).

**Compensation:** We are open to hiring someone on an hourly or salaried basis. Please let us know your preference. The compensation for full time is \$70,000-\$80,000 (depending on experience) plus benefits.

**Expected Schedule:**

August 18 <sup>th</sup>	Final deadline to apply
Week of Aug 24 <sup>th</sup>	Interviews
Week of Aug 31 <sup>st</sup>	Hiring decision (w/ start date of approx. Sept 8)

**How to Apply:** Email a cover letter, resume and writing sample, saved as pdfs, to Joshua Abrams at [jobs@bdplanning.com](mailto:jobs@bdplanning.com). No calls please.