

## Assistant Regional Planner

The Western Upper Peninsula Planning & Development Region Commission (WUPPDR), located in Michigan's beautiful Western Upper Peninsula, seeks a full-time Assistant Regional Planner.

Qualified applicants are asked to submit a **cover letter, resume, and at least three professional references** in one PDF document to [info@wuppdr.org](mailto:info@wuppdr.org). Also direct any questions to [info@wuppdr.org](mailto:info@wuppdr.org). Please do not make phone calls or office visits regarding this position. The position will remain open until filled.

### Job Description

**Summary:** The successful candidate will work under the supervision of senior personnel to serve a diverse rural six-county region. The position performs assignments including but not limited to: project support/management; meeting support; research; data analysis; and writing of plans, reports, and grant proposals. Work is conducted primarily during daytime weekday hours at the WUPPDR office in Hancock, with some evening work and regional travel required.

#### Duties and responsibilities include but are not limited to:

- Assist local governments in matters pertaining to regional and community planning and development;
- Prepare plans and reports on a variety of topics, including recreation, transportation, emergency management, housing, and economic development;
- Attend meetings of staff, governing bodies, and other regional stakeholders;
- Professionally and articulately communicate with a diverse population;
- Assist in facilitating public meetings and workshops; and
- Implement work plans for a variety of projects.

#### Eligibility Requirements:

- Bachelor's Degree with coursework in or related to planning, public administration, urban/regional studies, geographic information science, environmental science or policy, economic development, business administration, or communications;
- At least one year relevant experience;
- Long-term experience using personal computers, including Microsoft Office applications; and
- Valid driver's license and reliable access to a personal vehicle.

#### Other Required Skills/Characteristics:

- Demonstrated strong writing skills
- Ability to manage projects from start to finish (conception, planning, implementation, and closeout);
- Ability to work effectively and efficiently under pressure and with frequent interruptions;

- Ability to organize and prioritize multiple assignments in a high-volume work environment;
- Ability to work with accuracy and attention to detail; and
- Sensitivity to political matters.

**Desirable:**

- Public sector work experience
- Experience with:
  - Statistical research methods
  - Grant writing
  - Graphic design
  - Website content editing and management
  - Geographic information systems
  - Public involvement/engagement processes

**Compensation:** Benefits package commences on start date and includes health, dental, vision, life, and disability insurance; paid holiday, vacation, and sick days; and participation in the Municipal Employees Retirement System. Annual starting salary is at least \$30,000 commensurate with qualifications, and with opportunity for advancement.

