

Economic Development Planner (Planner II)

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

Qualified applicants are asked to submit a **cover letter, resume, and at least three professional references** in one PDF document to jwuorenmaa@wuppdr.org. Also direct any questions to this address. 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 supervision of the Executive Director to serve a diverse rural six-county region. The primary responsibility of the position will be to coordinate and lead implementation of WUPPDR's Pandemic Response and Resiliency Program (PRRP) expected to be funded by the United States Economic Development Administration. The program will monitor and evaluate implications of the COVID-19 Pandemic on an ongoing basis and will develop and implement projects to mitigate these impacts.

More generally, 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.

The successful candidate will have substantial familiarity with economic development, strategic planning, and project management.

Duties and responsibilities include but are not limited to:

- Organize and facilitate PRRP regional stakeholder meetings and other specialized meetings that may become necessary
- Collect and assess input from the stakeholder group and other data and information sources to envision and set up pandemic mitigation projects to be undertaken primarily by existing WUPPDR staff
- Develop and implement work plans, including project timelines and assignments
- Professionally communicate with a diverse population

Eligibility Requirements:

- Bachelor's Degree in or related to economic development, planning, urban/regional studies, public policy, political science, business administration, or communications
- At least two years of relevant experience
- Long-term experience using personal computers, including Microsoft Office applications
- Valid driver's license and reliable access to a personal vehicle.

Required Demonstrable Skills/Characteristics:

- Strong writing skills
- Ability to manage projects from start to finish (conception, planning, implementation, and closeout)
- Ability to organize and prioritize multiple assignments in a high-volume work environment that changes from day to day
- Ability to think critically, particularly when interpreting data
- Ability to effectively work on group projects
- Discretion and comfort with public relations
- Sensitivity to political matters

Desirable:

- Experience with private/public projects or partnerships
- History of working and/or living in rural areas
- Understanding of or experience with:
 - Grant writing
 - Statistical research methods
 - Project management services/software
 - Adobe Creative Cloud apps
 - Website content editing and management
 - Geographic information systems

Work Arrangements: Under normal circumstances, work is conducted primarily during daytime weekday hours at the WUPPDR office in Hancock, with some evening work and regional travel required. Remote work may be allowable early in the position depending on the status of the pandemic and state restrictions on office work and travel. After a 90-day period, flexible work arrangements may be negotiated regardless of the pandemic.

Term: The position is intended to last at least two years but may continue indefinitely based on ability to secure additional grant funding for projects applicable and important to the region.

Benefits and Compensation: Benefits package commences on start date and includes health, dental, vision, life, accidental death & dismemberment, and disability insurance; paid holidays, vacation, and sick leave; and defined contribution and 457 retirement plans through the Municipal Employees Retirement System (MERS). Annual starting salary is \$36,000-\$40,000 depending on education and experience, with opportunity for advancement.

