



## Environmental Sustainability Planner

DATE POSTED: 9/27/2019

APPLY BY: 10/25/2019

### POSITION SUMMARY

The Environmental Sustainability Planner is a full-time, salaried position with traditional weekday office hours and some evening meetings, travel, and events outside of regular office hours. Primary duties include providing policy recommendations and implementation activities for regional groundwater management to public entities through the Groundwater Management Board (GMB) and coordinating the agency's groundwater-related programming and planning initiatives. This position is responsible for providing technical assistance to regional entities, local governments, and agency staff, and facilitating regional discussions and projects that support groundwater management and wellhead protection. This position reports to the Deputy Director.

View the full position description, including areas of responsibility and principal duties, [here](#).

### POSITION QUALIFICATIONS & REQUIREMENTS

#### Education

A bachelor's degree is required; environmental science, urban planning, or related field preferred.

#### Experience

This position requires a minimum of 3 years' professional experience directly related to environmental planning, groundwater management, etc., or related fields.

#### Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Working knowledge of best practices for groundwater management; familiarity with hydrogeology concepts
- Knowledge of Geographic Information System (GIS) mapping technology concepts
- Strong written and verbal communication skills; ability to make effective presentations at meetings of governmental groups and at public events
- Experience working with local, state, or federal governments; ability to communicate complicated topics to public groups
- Experience administering municipal, state, and federal funding programs
- Excellent relationship-building and interpersonal skills; passion for building community support
- Maintains a professional, non-partisan public profile consistent with organizational values and the agency's role as a neutral facilitator
- Creative and effective problem-solving skills; ability to gather data and information to solve practical problems

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- Well organized and able to meet deadlines; ability to manage multiple projects and issues simultaneously and complete them on time with minimal supervision
- Proactive and self-motivated; willingness and desire to improve and learn new processes
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook
- Experience with Adobe software a plus (InDesign, Illustrator, Photoshop, etc.)
- Professional planning certification preferred (e.g., AICP, PTP, CEcD, PE, PG)
- Collaborative, flexible team player
- Detail oriented and passionate about quality
- A valid driver's license, reliable method of transportation, and willingness to travel on business

## COMPENSATION AND BENEFITS

Compensation starts at \$54,314 per year. Benefits include medical and dental insurance coverage, group life insurance, long- and short-term disability insurance, and a retirement plan.

Qualified persons wishing to be considered for this position must submit an application, including a resume and cover letter, following the instructions at [mitcrpc.org/careers](http://mitcrpc.org/careers). Apply by 4:30 p.m. on Friday, October 25, 2019