

Environmental Planner

RESEARCH ANALYST II (RA II)

JOB RECRUITMENT #20-06

SALARY RANGE

Low to Mid \$50,000s (position level & salary commensurate with education & experience)

LOCATION

Office of Environmental Planning

CLOSING DATE

When position is filled

AREAS OF CONSIDERATIONS

All sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following vacancy, we would like to hear from you.

Job Description

This is a planning and policy research position assisting and performing analytical work, conducting studies, and coordinating with member governments and planning partners. This position will provide support for planning projects undertaken by the Office of Environmental Planning.

The Office of Environmental Planning conducts planning activities and technical studies throughout the nine-county Philadelphia metropolitan region in partnership with public and private organizations. The purpose of this work is to protect environmental resources, build livable and healthy communities, improve quality of life, and work toward resiliency and sustainability. Specific assignments may include projects and plans centered on municipal planning, climate change resiliency, healthy communities, protected open space, trail development, stormwater management, water quality, environmental justice, and the regional long-range plan. Day-to-day tasks may include collecting, analyzing and communicating environmental, land use and transportation data; organizing stakeholder outreach; supporting the development of policies and plans; and managing relationships with member governments and planning partners.

The Research Analyst's work is to be performed in accordance with well-defined objectives and professional standards under the close technical supervision of the Manager of the Office of Environment Planning, who in turn reports to the Associate Director, Livable Communities.

Responsibilities

- Collect and analyze data; conduct research.
- Write plans, reports, memoranda, and summaries of research findings.
- Create and deliver presentations.
- Provide staffing support for programs and initiatives, including organizing and staffing meetings and events.
- Conduct field work for place-based studies; assess existing conditions and community concerns.
- Represent DVRPC in outside meetings as directed.
- Perform related work as required.

Qualifications

- Knowledge of the principles, practices, and objectives of city and regional planning.
- Experience and interest in environmental planning, sustainability, climate change, active transportation, land use, healthy communities, environmental justice, and smart growth.
- Strong quantitative skills with an ability to analyze and interpret data.
- Excellent writing skills with an ability to prepare reports that are clear, concise, and technically sound.
- Ability to make oral presentations to diverse stakeholders.
- Ability to establish and maintain effective working relationships with planning partners, public officials, and the general public.
- Ability to convene and facilitate meetings and manage group dynamics.
- Expertise with Microsoft Excel, Word, and PowerPoint.
- Experience with ArcGIS, Adobe Illustrator, and/or emerging applications and tools in environmental planning is a plus.
- Ability and willingness to take supervisory direction.

Experience & Training

To classify as a Level RA II, a minimum of three years of progressively responsible professional experience in environmental planning or city/regional planning and such training as may have been gained through graduation from a four-year college/university, with major course work in a planning-related discipline and applicable to city/regional planning. A Master's degree may be substituted for one year of professional experience.

To learn more about our work culture and benefits, visit our website: www.dvrpc.org/HumanResources/. DVRPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION. MINORITY, DISABLED, AND VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. **NOTE: MUST HAVE PERMANENT RESIDENCY STATUS AND WORKING PAPERS.**

TO APPLY, SEND RESUME / CV WITH COVER LETTER TO HUMAN RESOURCES VIA:

EMAIL: RESUMES@DVRPC.ORG; OR

FAX: 215-592-9125; OR MAIL: 190 N. INDEPENDENCE MALL WEST / 8TH FLOOR / PHILADELPHIA, PA 19106-1520