



# ENVIRONMENTAL PLANNER I

Serving 19 towns in western Connecticut, the Naugatuck Valley Council of Governments (NVCOG) is an innovative regional body focused on improving the quality of life for our nearly 450,000 residents. In support of this mission, NVCOG staff perform a range of environmental planning assignments and program management associated with site remediation.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The individual selected for this position will support environmental planning efforts under the direction of senior staff on projects related to brownfields and municipal solid waste. Typical assignments will include:

- Analysis of environmental, demographic and program data.
- Selection, oversight, and management of contractors.
- Administrative support for committees and work groups.
- Development of presentations, educational materials and webinars in a variety of formats.



## KNOWLEDGE AND ABILITIES

### Knowledge of:

- MS Office suite of applications, including Word, Excel, and PowerPoint.
- General principles of planning, environmental planning, and environmental policy.
- Preferred working knowledge of graphic design and relevant design software.

**Ability to:**

- Clearly convey technical concepts to peers, partners and the public who may have limited technical knowledge.
- Analyze and interpret data to reach logical conclusions.
- Manage multiple assignments and changing priorities.
- Prepare clear, concise, and comprehensive documents, reports, correspondence, and other written materials.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree in a related field of study (Planning, Environment, Natural Resources, Public Administration, or related) or equivalent relevant experience.

Work is performed in a standard office environment with some travel to. NVCOG has a remote work policy that may allow up to 25% of supervisor approved remote work.

May be required to attend evening and weekend meetings.

**Compensation and Benefits**

This is a full time, 35-hour per week position. The NVCOG has authorized a salary range of \$45,000-to-\$55,000 for this position, commensurate with experience and qualifications. Benefits include a comprehensive health insurance plan, including vision and dental, and a retirement plan with no employee contribution.

Applications will be considered on a rolling basis and will be kept in confidence until interviews are completed.

The NVCOG is an equal opportunity employer.

**TO APPLY:** Please submit a cover letter and resume to Josh Lecar, Director of Planning, NVCOG at: [jobs@nvcogct.gov](mailto:jobs@nvcogct.gov).