



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 regional planning staff prepare a Regional Plan of Conservation and Development, respond to municipal land use questions and staff the Regional Planning Commission.

## essential duties and responsibilities

The individual selected for this position will support regional planning efforts under the direction of the Director of Planning and the Senior Regional Planner on a range of potential assignments related to land use, open space, housing, non-motorized transportation, community revitalization, and economic development.



Typical assignments will include:

- Analysis of land use, demographic, economic and housing data.
- Project management and report writing.
- Development of presentations, educational materials and webinars in a variety of formats.
- Community outreach to a wide variety of audiences.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

- MS Office Suite of applications, including Word, Excel, and PowerPoint.
- ArcGIS.
- General principles of regional and land use planning, including Connecticut land use law and 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, Political Science, Geography, Public Administration, or related) or equivalent relevant experience. Current or planned enrollment in a Master's degree program in any of these fields is a significant positive factor, but is not required.

Work is performed in a standard office environment with some routine travel to locations within the NVCOG region. NVCOG has a remote work policy that may allow up to 50% of supervisor approved remote work after an initial 90-day probationary period.

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).