

MVPC Employment Opportunity

We are currently accepting applications for the following full-time (35 hours per week) position:

Community & Economic Development Planner

Starting Salary Range: \$57,000 - \$67,000

Competitive Massachusetts state employee benefits package includes insurance through the state's Group Insurance Commission and State Pension Retirement Plan

General Purpose:

Under the direction of the Community & Economic Development Program Coordinator, the Community & Economic Development Planner will work on a wide variety of projects including regional economic development plans and business support programs. A professional with interest and experience in economic development, land-use planning, and business development is preferred. The Community & Economic Development Planner will assist in organizing stakeholder input meetings, operating business-oriented programs, and producing economic development-focused plans.

MVPC is a small organization with fewer than 20 full-time employees. Employees work closely and collaboratively with one another on projects. We believe in building positions around people, guided by their interests and strengths. MVPC has a vested staff with deep relationships in the communities we serve.

Duties and Responsibilities

- Provide support for the development and implementation of the regional Comprehensive Economic Development Strategy and other economic development strategic plans
- Contribute to MVPC's community development work through technical assistance with municipal officials and planning support, including work on housing production plans and local strategic plans
- Provide support for MVPC's business development programs, including small business assistance and MVPC's role as a Regional Economic Development Organization.
- Analyze U.S. Census Data, U.S. Bureau of Labor Statistics Data, and MA Department of Economic Research data to inform strategic plans.
- Organize educational events and programs for the public and local business community
- Assist with maintenance of MVPC's regional economic development website, WeAreMV.com
- Research and prepare reports, studies, testimony, and presentations
- Research and prepare grant applications for various planning activities

Knowledge, Skills, and Abilities

- Knowledge of planning best practices, both on a municipal and regional level
- Project management, event planning, large and small group facilitation

- Demonstrated comfort and experience in public speaking
- Ability to perform research and analyze data from sources like the US Census and American Community Survey
- Ability to prepare written and graphic materials; to compose clear and concise reports; to prepare and make presentations; and to communicate effectively, orally and in writing, with citizens, professional peers, and elected officials
- Proficiency in Microsoft office suite, including Word, PowerPoint, Excel, Teams, and Office365
- Basic graphic design proficiency

Education and Experience

There are many paths to acquiring the experience needed for this position—as such, if you do not have the exact qualifications listed below, but believe you have the background and experience necessary to fill this role, you are encouraged to apply. With the right mindset and passion for the work, non-traditional education or experience is acceptable.

- Four-year degree or master’s degree in public administration, urban planning, business, economics, or a related field
- Experience associated with regional or municipal planning
- Experience operating business support or development programs
- Comfort and experience in working across a diversity of communities and populations
- Cultural and linguistic fluency in Spanish is preferred
- Familiarity with the Merrimack Valley region preferred

Work Schedule and Culture

Regular work hours are Monday through Friday 8:30 am to 4:30 pm. MVPC prides itself in being a flexible and accommodating place to work and provides employees with the ability to work on a sliding schedule to accommodate an employee’s work-life balance. MVPC currently requires three in-office days and allows employees to work remotely up to two days a week.

Equal Opportunity Employer

MVPC provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state and local law.

To Apply:

Please submit a cover letter with your resume to to: jobs@mvpc.org. MVPC will interview on a rolling basis, with a preference for candidates who submit applications before October 26. Visit our websites, MVPC.org and WeAreMV.com, for more information about the organization.

The Merrimack Valley Planning Commission is an EEO/AA Employer