

Public Participation Planner

RESEARCH ANALYST II (RA II)

JOB RECRUITMENT #23-01

SALARY RANGE	Low to Mid \$60,000s (position level & salary commensurate with education & experience)
LOCATION	Communications and Engagement
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 (MPO). 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

DVRPC is seeking a professional who is enthusiastic about regional planning, meaningful transparency and public participation in government, and/or transportation; has experience in public participation, government affairs, or communications; and has demonstrated an ability to translate complex issues into cohesive visions, processes, events, or reports. This person will join a strong team of planning and communications professionals, support DVRPC's Title VI Compliance Program, manage the Public Participation Task Force (PPTF), assist with public noticing, respond to or facilitate the response to public comments, and develop project-specific, as well as agency-wide public outreach campaigns.

DVRPC's Communications and Engagement unit oversees the Commission's communications strategy and messaging; develops public participation, outreach, and engagement activities; and maintains and builds new relationships with traditional and non-traditional stakeholders. The unit is engaged in a wide variety of activities across the Commission, broadly grouped into four overlapping categories: Communications, Engagement, Equity, and Special Initiatives.

This position will be supervised by the Senior Public Participation Planner and will assist the Commission's Manager, Office of Communications and Engagement. Work is performed with considerable independence and in accordance with broadly-defined objectives and professional standards. Work is reviewed by a supervisor during progress and upon completion for accuracy. This is a full-time position Monday through Friday, with occasional flexibility to support night meetings.

Responsibilities

- Work on DVRPC's Title VI and Environmental Justice compliance program, track agency-wide projects, refine public outreach/involvement techniques, compile data, and in particular demographic data.
- Refine and revise DVRPC's Public Participation Plan and Title VI Compliance Plan as needed.
- Assist in managing DVRPC's Public Participation Task Force.
- Work in project teams on various planning and research projects, create or lead public outreach activities, and prepare reports summarizing findings and recommendations.
- Facilitate conversations and decision making around equity and public participation at internal and external meetings.
- Present findings and conclusions or solicit input and feedback from a steering committee, technical advisory committee, and the general public, as appropriate.
- Plan and execute special events for specific planning programs/projects and for the Commission as a whole.
- Represent the Office at internal meetings, and represent the Commission at external meetings.
- Perform related planning, communications, and administrative work as required.

Qualifications

- Expertise with Microsoft Office Suite and Google Suite with the ability to use word processing, database and desktop publishing software; experience in GIS is preferred but not essential.
- Experience in public participation, public outreach, facilitation, and/or communications.
- Experience and interest in issues of equity, Title VI, and environmental justice.
- Experience managing projects, steering committees or task forces, and especially projects or committees that include public participation and/or public commenting.
- Experience in, or demonstrated interest in learning, effective public participation techniques, facilitation, data analysis, and/or policy writing.
- Knowledge of the principles, practices, and objectives of planning, and understanding of MPO roles and processes.
- Knowledge of research methods and planning techniques, including background or training in qualitative and quantitative data collection and analysis.
- Proficiency in Spanish is preferred but not essential.
- Ability to read, interpret, and communicate geographic and statistical data or be interested in learning how.
- Ability to focus on details and possess strong organizational skills.
- Ability to present effectively in oral and written forms.
- Ability to work with and facilitate dialogue among a diverse group of stakeholders.
- Ability to establish and maintain effective working relationships with colleagues, partners, and the general public.

Experience & Training

To classify as a RA II, a minimum of three years of professional experience in transportation planning, city/regional planning, public outreach, and/or public policy, 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 are required. An equivalent combination of education and professional experience in

planning, public participation, engineering/design, social science research, journalism, public outreach, public administration, or public policy will be considered. A Master's degree may be substituted for one year of professional experience.

LEARN ABOUT DVRPC'S WORK CULTURE & BENEFITS: 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, & VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. NOTE: YOU MUST BE LEGALLY ELIGIBLE TO WORK IN THE US.

TO APPLY, SEND RESUME WITH A COVER LETTER TO HUMAN RESOURCES VIA: RESUMES@DVRPC.ORG:

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