

VACANCY ANNOUNCEMENT
Planner
Community Development Department

OPEN DATE: May 10, 2023

CLOSE DATE: Open until filled

POSITION SUMMARY:

The Atlanta Regional Commission (ARC) is the regional planning and intergovernmental coordination agency that focuses on issues critical to the region's success, including growth and development, transportation, water resources, services for older adults and workforce solutions. ARC is dedicated to unifying the region's collective resources to prepare the metropolitan area for a prosperous future. This is done through professional planning initiatives, the provision of objective information and the involvement of the community in collaborative partnerships.

The Community Development Department works closely with local governments across the 11-county region to help address a range of land use, development, and transportation challenges. We are seeking a highly motivated and collaborative self-starter to join its team.

The Community Engagement and Culture Planner will be responsible for assist in developing, implementing, and managing community engagement initiatives that promote social equity and cultural vibrancy for the organization. This position requires the ability to build and maintain strong relationships with community members, cultural organizations, and stakeholders. The Community Engagement and Culture Planner will collaborate with staff, community partners, and community members to develop community involvement, engagement, and empowerment. This position requires occasional evening and weekend work, as well as travel within the community. The Community Engagement and Culture Planner reports to the Community Engagement and Arts Team Leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in developing and implementing community engagement plans that promote social equity, cultural vibrancy, and community development;
- Assists in planning and executing cultural events, activities, and programs that centers the values and priorities of community members;
- Facilitates community meetings, forums, and events related to social equity and cultural vibrancy.;
- Assists in developing and implementing outreach strategies to engage hard-to-reach communities and populations;
- Develops and manages partnerships with cultural organizations, businesses, and other stakeholders;

- Conducts creative research and analysis to identify community needs, opportunities, and challenges related to social equity and cultural vibrancy;
- Assists in developing and delivering presentations to community members, partner organizations, and internal stakeholders related to social equity and cultural vibrancy;
- Work closely with staff and other departments to integrate community engagement strategies into organizational programs and initiatives;
- Stays informed of emerging trends and best practices in community engagement, social equity, culture, and creative place keeping and identify opportunities to integrate them into the organization's work;
- Performs other duties as assigned to support agency goals and objectives.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

- Knowledge of urban and regional planning and planning analysis;
- Knowledge of community engagement, cultural programming, and social equity best practices and strategies;
- Principles and applications of critical thinking and analysis;
- Principles and methods of qualitative and quantitative research;
- Principles and practices of data gathering and analysis;
- Experience working with diverse communities and populations;
- Skill in using data to inform decision-making and program planning;
- Ability to work independently and as part of a team;
- Ability to facilitate meetings, events, and forums;
- Strong project management skills, including the ability to manage budgets, timelines, and reporting requirements;
- Strong communication, interpersonal skills, analytical and problem-solving skills;
- Proficient in Microsoft Office Suite and project management software;

MINIMUM QUALIFICATION:

- Bachelor's degree in urban or regional planning, economics, architecture, landscape architecture or related field

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

PREFERRED QUALIFICATIONS:

- Master's degree in community planning, public administration, social work, or a related field
- Three (3) years of experience in community engagement, community development, and/or cultural programming

ANNUAL SALARY RANGE: \$52,407 - \$70,750 (no SS deductions except for Medicare portion, approx. 1.45% of salary)

ARC is an equal opportunity employer and does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or the provision of services.