



Working with Communities to Re-envision the Built Environment

Our Firm:

Sites Southwest is a community-oriented planning and landscape architecture firm with offices in Albuquerque, New Mexico; El Paso, Texas; and Bend, Oregon. Working primarily with public clients throughout New Mexico, our planning team works to re-envision the built environment. Our goal is to help our client communities thrive – always considering the unique social, environmental, and economic complexities of a place. Through our valuation of local assets, thorough research, and thoughtful facilitation, we create effective and sustainable solutions to challenging community problems.

Job Summary:

Sites Southwest is seeking a motivated community planner for our Albuquerque, New Mexico office. The position will have the opportunity to lead and contribute to meaningful community and design-related planning projects related to housing, outdoor recreation, economic development, land development, and comprehensive planning strategies. The Planner 2 position requires a candidate who is a great communicator with strong organizational skills and a master's degree in a planning-related field. This position will emphasize mapping and GIS analysis along with general planning responsibilities. Sites Southwest offers flexible work schedules, benefits, and a salary commensurate with experience.

Essential Job Duties:

1. Prepares planning documents involving:
 - a. Primary research including community engagement, interviews, and surveys;
 - b. Socioeconomic and real estate data analysis and synthesis into written narratives and visual representations;
 - c. Management of project databases, including data entry and data analysis;
 - d. Writing planning documents;
 - e. Creation of graphically compelling and legible maps and analyses using ArcGIS; and
 - f. Production of graphically compelling documents using the Adobe Creative suite.
2. Organizes and manages public presentations and meetings.
3. Conducts stakeholder meetings and facilitates small group discussions.
4. Communicates effectively and consistently with co-workers, team partners, clients, and the public.
5. Responsible for timely completion of projects and billable hours.
6. Typically travels 100 miles each month by either automobile or airplane.
7. Typically attends two meetings per month after regular working hours.

Required Qualifications, Skills, and Capabilities:

1. Master's degree in planning, economics, architecture, or a related field.
2. Valid New Mexico driver's license (by hire date).
3. Ability to perform all essential job duties.
4. An understanding of planning, urban economics, land use and zoning, city governmental processes, and the relationship of planning to the physical environment.
5. Experience organizing, presenting to, or facilitating public meetings.

Sites Southwest

Job Posting – Planner 2

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6. Experience with a range of computer software including Word and Excel.
7. Experience with data collection, analysis, synthesis, and visualization.
8. Experience working with diverse community groups.
9. Ability to work at a desk and computer for up to ninety percent of the workday.
10. Ability to work in a shared office space multiple days per week.
11. Ability to conduct remote field work, meetings, and presentations around the state.

Preferred Experience & Knowledge:

1. Participation in professional organizations and certification programs such as APA and ULI.
2. Socioeconomic and real estate data gathering.
3. Data analysis and development using programs like ArcGIS, Excel, and Word.
4. Mapping and Data Visualization using ArcGIS, Illustrator, Photoshop and similar programs.
5. Writing and producing plans, reports, and presentations in programs like Word, InDesign, and PowerPoint.
6. Organizing and managing community engagement activities including coordination with community members and clients, developing inclusive engagement tactics, survey creation, and meeting organization.
7. Experience working in New Mexico, in rural communities, and in Spanish-speaking or Tribal/Pueblo communities.

How to Apply:

Qualified applicants should send a cover letter, resume, and writing sample or portfolio to mail@sites-sw.com