

PLANNER

SITES SOUTHWEST, LTD

Sites Southwest is seeking a motivated community planner for our Albuquerque, New Mexico office. The ideal candidate will be committed to creating great public spaces and facilitating solutions to complex and challenging community problems. Minimum qualifications include a bachelor's degree in city planning, architecture, economics, communication, design, political science, or a related field. A master's degree and two years of planning experience is preferred, but not required. This full-time Planner position requires a candidate who is a great communicator with strong organizational skills.

FIRM

Sites Southwest is a community-oriented planning and landscape architecture firm with offices in Albuquerque, NM, El Paso, Texas, and Bend, Oregon. We are a women-owned firm with 25 years of experience and a commitment to equitable and sustainable planning. Our goal is to help our client communities thrive, building on an understanding of local assets and opportunities to provide creative solutions to complex community challenges.

POSITION SUMMARY

This position will participate in planning projects related to housing, outdoor recreation, economic development, land development, environmental sustainability, community assessments, and comprehensive planning. The ideal candidate will have experience in many of the following areas: 1) writing and producing documents; 2) creating maps, tables, and charts; 3) understanding and visually communicating complex demographic and environmental information; 4) using programs such as ArcGIS, Adobe Illustrator, Adobe InDesign, and Microsoft Office; 5) gathering and analyzing data; 5) local regulations and governance practices; and 6) community organization and engagement practices. A bachelor's degree in a planning, communications, design, or technical field is required though additional education and experience is preferred.

The candidate will work as part of a project team and be responsible for independently completing tasks that contribute to the team effort. Projects provide opportunities for collaboration with our in-house planning and landscape design teams and with our teaming partners in related disciplines.

Sites Southwest offers flexible work schedules, benefits, and salary commensurate with experience. We are implementing safe, COVID-19 practices.

HOW TO APPLY

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

TYPICAL DUTIES

1. Prepares plans and studies related to housing, outdoor recreation, economic development, land development, environmental sustainability, community planning assessments, urban design, real estate, and transportation and which involve writing, proofreading, and editing formal documents and understanding complex and technical information.
2. Conducts public outreach and community engagement efforts (virtual and in-person) including the creation and noticing of public meetings, presenting information and proposals, facilitating small group discussions, and connecting with diverse people.
3. Conducts primary research, including interviews, surveys, field investigations, photo documentation and research of public documents which requires driving and mobility.
4. Compiles and analyzes socioeconomic and market data and presents results in written and graphic formats which requires a basic knowledge of algebra, statistics, and data sources.
5. Uses geographic information systems (GIS) to analyze and visualize spatial data and produce graphically compelling maps for presentations and documents.
6. Communicates effectively and consistently with co-workers, teaming partners, clients, and the public. This requires some in-person office work and meetings. The expectations for in-person and virtual work will be revisited in accordance with COVID safety and best practices.
7. Uses programs such as Microsoft Office (Word, Excel, PowerPoint), Adobe Creative Suites (InDesign, Illustrator), and Esri (ArcGIS Pro). Experience with additional design and website programs is a plus.
8. Project management including adherence to deadlines and tracking billable hours.
9. Typically travels 100 miles each month on behalf of employer by either motor vehicle or airplane, generally within the United States.
10. Typically attends two meetings per month after regular working hours on behalf of employer.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in city/community/regional planning, architecture, economics, communication, design, political science, or a related field (additional education and experience greatly preferred).
2. Must be an excellent communicator in oral and written English.
3. Must be able to perform or quickly fulfill the typical duties of this position.
4. Ability to work in typical office conditions involving significant desk and computer time.
5. Ability to conduct field work around the state involving driving and mobility.

