

ASSISTANT PLANNER OR PLANNER

Urban Planning Partners seeks an Assistant Planner or Planner with the following qualifications and skills to support two or more project managers:

- 1–2 years professional planning experience (CEQA knowledge and public sector experience desirable) with a demonstrated understanding of the planning process.
- Bachelor's or Master's degree in Urban or Regional planning
- Excellent writing/editing, research and analysis (qualitative and quantitative), and communication skills.
- Strong word processing and Excel abilities. Working knowledge of Adobe CS and/or GIS is desirable.
- The ideal candidate should be flexible, detail-oriented, and have excellent time management and organizational skills. S/he should have the ability to take initiative, be a problem solver, and work in a fast-paced and professional environment.
- Ability to work collaboratively in teams and willingness to do what is needed to get the job done—this is critical in a small boutique firm, everyone does everything.
- Legal eligibility to work in the U.S. and a current driver's license.

Urban Planning Partners is a small consulting firm with a diversity of clients and projects. The firm's services include land use policy, environmental review, community engagement, contract planning, grant writing, and entitlement assistance. Learn more about the firm at www.up-partners.com.

For full-time employees, Urban Planning Partners offers excellent benefits (vacation, sick, and holiday pay; medical, dental, group life, and long-term disability insurance; and a Simple IRA with company match). Urban Planning Partners is an equal opportunity employer. Compensation is commensurate with experience and abilities.

To apply and be considered, please follow these instructions:

- Email contact@up-partners.com and attach a single PDF file that includes your cover letter and resume. In your cover letter, express why you are a great fit for the role.
- Please write "Planner" in the Subject line of the e-mail and name the PDF file as follows: Plnr_last name_first initial_date (submitted in YYMMDD format). For example: Plnr_Smith_L_170109.pdf. In your cover letter, please express why you are interested in Urban Planning Partners and are a great fit for this position.

No phone calls please.

Thanks and Good Luck!