

planning NEXT

75 West Third Avenue
Columbus, OH 43201

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www.planning-next.com

moving communities forward

Position Description: Planner

Our Company

Planning NEXT is a leading community visioning and planning firm located in Columbus, Ohio. Our tight-knit and fast-paced office is seeking a supportive and energetic team member to join our national practice. Our work is grounded in the belief that strong technical planning must be integrated with robust community engagement that brings people together to develop a shared vision for the future.

We are an elite team with a national presence and are looking for elite team members who are passionate about making better places, who are focused on positively impacting people, and have the talent to make us better.

The Position

The planner will assist project managers with key aspects of planning projects, including the following:

- Preparing communications and outreach materials for planning processes, including the formatting of print collateral and online communications tools;
- Providing support for public workshops and events, including preparing materials, facilitating small groups and processing public input gathered;
- Researching, collecting and analyzing data on community conditions and trends and working with project managers to present information in a clear and compelling manner in multiple formats;
- Preparing draft content for presentations to clients, stakeholders and the public;
- Preparing maps and graphics that help to effectively convey key data and help tell important stories about communities;
- Drafting text for planning documents and interim deliverables that is technically competent while also accessible to the intended audience(s);
- Assisting with editing and formatting plans and other documents; and
- Assisting with general marketing activities and tasks as needed.

Required Qualifications

- A strong belief in the integration of meaningful community input with community planning;
- Excellent organization and task management capabilities;
- Strong writing and editing skills;
- An aptitude for visual/graphic presentation;
- Proficiency in MS Office software;
- Proficiency in Adobe and Creative Suite;
- Proficiency in ArcGIS (mapping, data management and analysis); and
- A bachelor's or master's degree in city planning or related field.

Minimum Experience

- 1-3 years of professional planning experience (this experience could include internship experience); and
- Experience must be in a professional planning role (public sector or private consulting)

Benefits

As a Planning NEXT Team Member, you will receive our well-balanced program of benefits designed to meet the needs of our employees and represent a value of additional income:



Medical, Life, and Long-Term Disability



Flexible Hours and Remote Work Policy



SIMPLE IRA Match



Employer Paid Profit Sharing



Paid Holidays



Opportunities for Advancement



Paid Time Off



Pet Friendly!



Paid Sick Leave



Employee Assistance Program (EAP)

Questions? Interested in Applying?

For more information about Planning NEXT, visit www.planning-next.com.

If you want to join us, please email cover letter and resume to Sarah Bongiorno, sarah@planning-next.com. No phone calls.