

## Position Description: Planner

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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 looking for someone passionate about making better places who is focused on positively impacting people and has the talent to make us all better

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

- 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 maps and graphics that help to effectively convey key data and help tell important stories about communities;
- Preparing draft content for presentations to clients, stakeholders and the public;
- Drafting text for planning documents and interim deliverables that is technically competent while also accessible to the intended audience(s);
- 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;
- Assisting with editing and formatting plans and other documents; and
- Assisting with general marketing activities and tasks as needed.

### *Required:*

- 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, GIS or related field.

*Experience:*

- 3-5 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)

For more information about Planning NEXT, visit [www.planning-next.com](http://www.planning-next.com).

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