Planning and Development Associate
Town of Evans, NY

Duties:
The Planning and Development Associate will work 40 hours per week working with the Director of Planning and Community Development and other Town of Evans staff on the following tasks:

- Implementing recommendations from the Evans-Angola Comprehensive Plan and Local Waterfront Revitalization Program, including but not limited to:
  - Develop marketing strategies and materials.
  - Develop and implement a signage and wayfinding plan.
  - Conduct a market study to identify potential development opportunities.
  - Evaluate and implement opportunities for local farmers to expand their business.
  - Promote the development of high-quality, affordable and attractive housing options.
- Developing and implementing public outreach strategies to engage the Evans community in addressing current issues and identifying opportunities for future initiatives.
- Organizing and facilitating meetings for local committees, including but not limited to the Evans Economic Development and Agricultural Advisory Committees.
- Attend, plan, support, and organize community events, such as town halls and community education events around current planning and development issues and opportunities.
- Promoting local community building and economic development resources, including housing rehabilitation, agricultural, workforce and business development programs and incentives.
- Developing and managing content on the Town of Evans website, social media pages, newsletters, and promotional materials related to economic and community development.
- Managing and promoting various tools and resources that will help promote and facilitate new development opportunities in the Town.
- Assist in the development and writing of plans, grant applications, and other documents that are responsive to and reflective of the needs and interests of the community.
- Maintain databases of community contacts and issues and draft communications such as letters, presentations, and promotional materials.
- Identify and track short-term, long-term, and evolving trends relevant to planning and community development efforts.
- Providing administrative and general assistance on various Planning and Development Department tasks as needed.
- Additional duties as the position evolves.

Requirements:
The Planning and Development Associate will report to the Director of Planning and Community Development.
It is anticipated that the weight of the work will be conducted at Evans Town Hall primarily during regular business hours, which are 8:00-4:00 on Mon, Tues, Thurs, Fri and 9:00-5:00 on Wed.

Attendance at some evening meetings will be required. Hours can be flexed within the same pay period.

The Associate will work within the Planning and Community Development office in Evans Town Hall where they will be expected to report unless otherwise agreed upon.

**Qualifications:**

Graduation from a four (4) year college or university with a Bachelor's Degree in urban or regional planning, environmental design, public relations, marketing and communications, public administration, sociology, municipal government, economics or a related field.

Masters in Urban and Regional Planning or related field is preferred, but not required.

Two (2) years of related work experience is also preferred, but not required.

Work experience in a related career may be considered in addition to a degree outside of the scope in the above stated fields.

**Skills:**

- Professional writing
- Strong communication skills
- Ability to work well with a team
- Graphic design skills
- Website management skills
- Ability to effectively complete tasks
- Good administrative/clerical skills
- Proficient in Microsoft Office and Adobe
- GIS is a plus

**Salary:**

$50,000 to $55,000 (plus benefits) based on experience

**Submittals:**

Applicants should email their resume with cover letter to wsmith@townofevans.org and hr@townofevans.org by 4:00p.m. on July 21, 2023.