



Join our Planning Team

Resilience Planner —
Program Coordinator II

WE ARE HIRING!

Welcome to Houston! We are hiring to expand our community planning team at Texas Community Watershed Partners. TCWP is an urban planning and green infrastructure program that provides planning services for communities across the state. We are an independent office of 15 staff in Houston, TX and part of the Texas A&M University System. We are committed to educating community leaders and stakeholders and helping communities plan for more resilient, sustainable futures. Public participation and outreach is at the heart of what we do and is critical to achieving goals for resiliency, sustainability, and quality of life. New hires will join the team to work on a range of resiliency planning projects in partnership with community stakeholders, elected leadership, state agencies, and federal programs. Our office is an innovative environment of collaborative, hard-working planners that work to develop data-driven and community-based planning tools and resources.

Visit communitycharm.org/join-our-team to apply.

Resilience Planner – Program Coordinator II

Houston (Clear Lake), TX • Full-time, Salaried, Non-academic • Planning Team

Posted March 22. Position will be open until filled. Interviews will be scheduled on a rolling basis.

POSITION PROFILE & RESPONSIBILITIES:

This position is for urban planners with a passion for community planning and public engagement. We are seeking applicants who bring a well-rounded professional background and who thrive working as part of a team. Strong analytical and technical skills in planning need to be supported by soft skills in stakeholder engagement, relationship building, and facilitation. Though our work focuses on resilience, we welcome applicants from a wide variety of backgrounds.

The hire will be a key member of the CHARM program and will be responsible for organizing and facilitating [CHARM Resiliency Workshops](#) in communities across Texas. CHARM is an interactive, GIS-based scenario mapping platform developed by our program to help technical and non-technical stakeholders understand the impacts of local planning strategies. The hire will also support TCWP's planning services program and lead planning and development ordinances efforts in partnership with client communities. The hire's responsibilities may also include program management, project reporting, and supervision of staff and interns.

EDUCATION & EXPERIENCE:

- We are seeking candidates with a bachelor's degree in urban planning or related discipline (landscape architecture, civil and environmental engineering, public policy, natural resource management, emergency management, etc.) and 4-8 years of experience, with progressively advancing work responsibilities. A minimum of 4 years of relevant planning experience is required.
- The preferred candidate will have a master's degree in urban planning or related discipline. AICP and CFM certifications are valued but not required.

KNOWLEDGE, SKILLS, & ABILITIES:

- Candidates will have demonstrated knowledge and planning experience in one or more of the following areas: comprehensive planning and land use, development review and ordinances, resource management, or natural hazards management. Candidates will have demonstrated knowledge and skills in planning methods, research and analyses, and GIS.
- Excellent facilitation skills for leading community workshops, public meetings and project committees; interpersonal skills for relationship-building with community stakeholders and program partners. Strong oral, written, and visual communication skills for presenting complex subject matter material to a variety of technical and non-technical audiences. Knowledge of culturally informed and equitable disaster recovery and community development strategies is welcomed.
- Candidates must be able to manage work on several projects simultaneously while meeting project deadlines. Experience with project scoping, client relations, program development, and grant writing is welcomed.
- Ability to make sound independent decisions within established program guidelines. Ability to work cooperatively with others.
- We work with communities across the entire state of Texas. Hires must be able to travel as part of the team for overnight or multi-night assignments to support project work and planning initiatives.

SALARY & BENEFITS:

Expected hiring range is \$53,000 – \$66,000 per year, commensurate with experience, education, skills, and responsibilities. Benefits include paid vacation, paid sick leave, generous medical insurance package, and retirement program options.

TO APPLY:

Attach the following 3 items via email to our hiring coordinator Madeline, mljones@tamu.edu:

- 1) A cover letter including which position you are applying for;
- 2) Your resume;
- 3) A three-page sample of your written work.

