Position Title: Community Planning Lead

Reports To: Community Planning Director

FLSA Status: Exempt

Summary/Objective

The Community Planning Lead is responsible to lead the day to day activities of the Regional Planning Associates, a team that will be in direct contact with communities across the island providing technical assistance throughout the duration of the program.

The Community Planning Lead reports directly to the Community Planning Director supporting the execution of the team and the program objectives.

Essential Functions

1. Manages the team to ensure the program goals are implemented and achieved.
2. Creates and implements new initiatives to ensure the impact on the program and the organization in alignment with established Program Guidelines and established WCRP Program Guidelines.
3. Ensures consistency in all program information, execution and updated status from FPR leadership and cascade it to the team.
4. Provides professional development support to direct reports.
5. Mentors and develops staff using a supportive and collaborative approach on a consistent basis.
6. Establishes and monitors staff performance and development goals, assign accountabilities, set objectives, establish priorities and conduct annual performance reviews.
7. Joins the team at multiple site visits to provide technical assistance to communities and eligible program applicants.
8. Works in conjunction with Community Outreach Lead to align planning and community outreach for the program.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Functional Competencies

- Excellent writing and verbal communication skills
- Community Focused Experience
- Participatory Planning
- Working with Geographic Information Systems (Mid-Level proficiency and above)
- Adobe CS (Mid-level proficiency and above)
- Project Management
- Advanced public presentation skills
Supervisory Responsibility

This position is responsible to manage the team of Regional Planning Associates that will support the execution of the Whole Community Resilience Planning Program. This position requires previous experience managing professional staff and staff working remotely on the field.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 6:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel: Travel is required, but mostly inland as per established community outreach plan.

Required Education and Experience

Bachelor’s degree in Geography, Planning, Architecture, Public Policy or related field. Minimum of 7-10 years of communications and community planning experience. Community focused experience or participatory planning, as well as experience managing federal funding and relevant compliance.

Preferred Education and Experience

Master’s in Planning, Geography or Architecture, Preferably Professional Planner with license and/or AICP Certified, knowledge of Puerto Rican planning and geography.

Additional Eligibility Qualifications

Excellent Interpersonal skills; Fully Bilingual. Motivated team player who can maintain efficiency and accuracy when multitasking. Experience managing field teams and remote team members. Previously worked with complex, multi-dimensional projects with a wide variety of stakeholders.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
Work Environment

This job operates in an external environment and office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stress levels are usually high due to job scope.

Physical Demands

This is an active and dynamic role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.