ASSOCIATE PLANNER

We seek an Associate Planner with skills in at least one of the following: land use planning, outreach, housing, demographic/market analysis, or economic development. The Planner will work on a range of engaging and community-building public policy and management consulting projects.

REQUIRED SKILLS AND KNOWLEDGE. The candidate must be knowledgeable about the principles and practices of planning and prepared to contribute to diverse needs of municipal clients.

▪ Knowledge of planning principles and practices.
▪ Ability to facilitate meetings and make presentations.
▪ Strong relationship-building and listening skills.
▪ Ability to engage diverse populations.
▪ Experience with creative and strategic approaches to share planning information, including language support, and creating written and graphic materials that will best meet the needs of public meetings, open houses, project webpages, and public hearings.
▪ Ability to engage with a variety of audiences about planning issues and communicate complex technical information and concepts to public and policy maker audiences.
▪ Excellent analytic, writing, and presentation skills.
▪ In addition to the skills and knowledge listed above, this job requires two years of experience in planning and research related to land use, housing, transportation, or other policy-based projects; or other work directly related to planning and development activities.

To be effective in this job you have experience:

▪ Crafting community engagement plans with goals to focus and evaluate engagement, planned activities and a schedule for how activities will be sequenced.
▪ Designing and conducting outreach and engagement activities, including public meetings, small group discussions, and stakeholder interviews to implement engagement plans.
▪ Presenting findings internally and to clients.
▪ Contributing to comprehensive plans, subarea plans, and zoning or other development regulation amendments.
▪ Providing professional planning assistance to communities on varied land use, housing, transportation, or other policy-based projects.
▪ Conducting research and preparing reports on land use, physical, social, and economic issues.
Typical Knowledge

▪ Knowledge of the philosophies, principles, practices, and techniques of planning.
▪ Familiarity with one or more planning disciplines such as affordable housing, economic development, outreach, land use, urban design, environmental planning, or other topics.
▪ Knowledge of the principles, methodology, and practices of research and data collection.
▪ Knowledge of computer hardware and software programs, which may include Microsoft Office, Sketchup, InDesign, and GIS.

ABOUT BERK. We are a dynamic, 34-year old public policy consulting firm with an outstanding reputation for providing rigorous and integrated strategy, policy analysis, public finance, and planning services to help communities and organizations create their best futures and thrive. We take an interdisciplinary, whole systems approach to policy development and analysis, and to addressing community and organizational needs. Our clients are primarily state, regional, and local governments. We also work with educational institutions, non-profits, and foundations. Our work is guided by the values of curiosity, collaboration, agility, and equity. We encourage you to read more about our values on our website.

To compensate our staff for their exceptional work, we offer a competitive salary, excellent benefits, professional development, and a rewarding and fun work environment. Depending on experience, base salary for this position is $70,000 to $80,000, plus benefits, profit sharing, and merit-based bonuses. This position will be based out of Seattle, Washington and offers opportunities for remote work. Participation in in-person project and client meetings in the Seattle region is required. If desired, an 80%-time schedule is possible.

OUR TEAM. Our 28-person team includes policy and financial analysts, economists, urban planners, strategic planners, and facilitators. We work on a collaborative basis in a team environment. We take the health of our employees, families, and clients seriously, and are taking all necessary precautions to promote public health and safety. As a result, BERK requires all employees to be fully vaccinated against COVID-19 unless they have an approved medical or religious exemption.

We are an Equal Opportunity Employer

BERK encourages applications from people of all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or other status protected by law. Our mission is best advanced by the leadership and contributions of individuals of diverse backgrounds, beliefs, and culture. BERK prioritizes recruiting and mentoring staff to create an inclusive organization that reflects our region’s diversity. Currently, more than 50% of BERK’s staff are women, and the firm makes substantial efforts to hire, train and promote women and people of color. Underrepresented groups in planning and public policy are strongly encouraged to apply.
To Apply

We encourage you to visit our website, www.berkconsulting.com, to better understand our practice and team, and the consulting disciplines in which we are actively engaged. No phone calls please. Applicants are asked to submit the following to careers@berkconsulting.com:

▪ A letter of introduction describing your interest in contributing to BERK’s practice.
▪ A resume.
▪ An approximately 200-word written response to the following: How can land use planning advance or hinder equity? How should equity be defined in community planning processes?