

Southwest Region Planning Commission
Keene, NH, USA

Planning Technician: The Southwest Region Planning Commission (SWRPC) is looking to fill the position of Planning Technician.

Background: SWRPC is based in Keene, NH and serves 34 communities of the Monadnock Region. Duties are likely to focus on transportation planning, economic development, energy, and public health planning. SWRPC utilizes a professional approach in serving member municipalities, encourages coordination and collaboration among a range of stakeholders, and its work is grounded in sustainable planning principles. To learn more about SWRPC and the region we serve, review the regional plan for Southwest NH at this link: http://swrpc.org/files/MonadnockRegionFuture_RegionalPlan_FINAL.pdf.

Qualifications/Requirements: Bachelor's degree in planning or related field. Master's degree desirable. Experience and/or internship in professional planning environment a plus.

Additional Qualities: Basic understanding of generally accepted planning principles and practices, research and analytical skills, ability to multi-task, familiarity with common office computer applications, well organized, well-developed writing and presentation skills, interpersonal skills, and an ability to follow instructions and meet deadlines. Experience with ArcGIS a plus. Must have a valid driver's license and be able to attend evening meetings.

Compensation: Full time, salaried position with competitive benefits package. Salary commensurate with qualifications and experience.

To Apply: Submit cover letter, resume, salary requirements, and writing sample via email to tmurphy@swrpc.org and/or mail to the address below. Professional references may also be included.

Tim Murphy, Executive Director
Southwest Region Planning Commission
37 Ashuelot Street
Keene, NH 03431

Other: Position open until filled – therefore, prompt reply is encouraged. Applications received prior to March 2, 2018 will be given preference. EOE. SWRPC reserves the right to close this position announcement and search process at any time at its sole discretion.