



## SOUTHWEST MICHIGAN PLANNING COMMISSION

376 West Main Street, Suite 130, Benton Harbor, MI 49022

Phone: 269-925-1137 • Website: [www.swmpc.org](http://www.swmpc.org)

### Associate Planner-Economic Development/Community Planning

#### **Job Duties:**

- The Southwest Michigan Planning Commission (SWMPC) seeks a career professional to fill the position of Associate Planner for Economic Development and Community Planning. Time will be shared within community planning, data research and GIS mapping, Economic Development District program planning, and general planning support across all SWMPC planning work. GIS Mapping (ArcGIS) and excellent writing skills a must (expect to provide writing samples), scenario planning, analysis and interpretation of demographic and economic data, knowledge of spreadsheet applications (Access, Excel), public presentation and audience interaction for a wide range of audiences, and knowledge of community planning principles and techniques. You will be welcomed as a peer in a cooperative environment. Expect your skills to be utilized.
- The SWMPC is staffed by people who are creative problem solvers, self disciplined, enjoy the freedom to follow their professional passions, and the accountability that responsible professionals expect.
- Visit our website at [www.swmpc.org](http://www.swmpc.org) for further information about the SWMPC and the planner position.

#### **Experience level:**

- The successful candidate requires graduation from an accredited college or university with at minimum a bachelor's degree in urban/regional planning or a related field, master's degrees encouraged. Experience will be highly valued. A demonstrable combination of experience and training that ensures the ability to perform the work should be anticipated.
- Will be expected to collaborate with the executive director and senior planners.
- We are looking for someone with strong project management skills who expects to follow projects through to successful completion on a specific timeline.
- The applicant must be a citizen of the United States.

#### **Current Projects:**

- US Dept. of Commerce - Economic Development Administration Economic Development District planning, local government master plan, scenario planning for health in community planning, GIS mapping.

**Date of required response:** end of business day March 9, 2016 or until position filled

#### **Salary level:**

- \$38,000

#### **Benefits package:**

- The SWMPC has excellent family healthcare coverage with Michigan-based U.S. Health and Life plus vision & dental. We also offer a pension with generous SWMPC contribution.



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#### **West Michigan Regional description**

- The Southwest Michigan Planning Commission serves a region in the heart of Michigan's fruit belt; a location celebrated for its magnificent peaches, blueberries, apples, and grape vineyards. The southwest region is home to an burgeoning hotbed of craft breweries, craft spirits, and wineries. Because of our unique climate and soil conditions brewers and vintners cultivate their own vineyards and hops. We are one and a half hour or an easy train ride from Chicago while feeling like a world away. The region possesses world class four season recreation including downhill and cross country skiing, ice rinks for hockey and pleasure skating, indoor and outdoor soccer, and is lined with beautiful destination beaches appreciated by vacationers and residents alike.

#### **The SWMPC is:**

- A three-county regional planning organization that assists the 285,000 people of southwest Michigan that also serves as MPO to two of southwestern Michigan's metropolitan areas.
- A regional planning organization that addresses issues every day that cross county, township, city, and village lines.
- Proud to include the Pokagon Band of Potawatomi Indians in the governmental units we serve.

#### **To Respond:**

Send Resume and Cover Letter to

K. John Egelhaaf, AICP

Executive Director

Southwest Michigan Planning Commission

376 W Main Street, Suite 130

Benton Harbor, MI 49022

Or, Email Resume and Cover Letter to:

[egelhaafj@swmpc.org](mailto:egelhaafj@swmpc.org)