



376 West Main Street, Suite 130, Benton Harbor, MI 49022  
Phone: 269-925-1137 • Website: [www.swmpc.org](http://www.swmpc.org)

## Associate Planner

### **Job Duties:**

The Southwest Michigan Planning Commission (SWMPC) seeks a career professional to fill the position of Associate Planner. You will be welcomed as a peer in a cooperative environment. Expect your skills to be utilized.

- Assistance in production of SWMPC products across multiple media platforms (digital, video, hardcopy)
- Data Research
- Data Visualization, Infographics, Data Dashboards
- Comfort with multiple software platforms, or competency in learning new (R, Python, ARCGIS, etc)
- Public Speaking, public meeting planning and execution
- Social media outreach
- Grant research and coordination
- We function within the MS 365 suite of software.
- 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 including the social sciences, data science, economics, communication, and journalism.
- Will be expected to collaborate with the executive director and senior planners.
- The applicant must be a citizen of the United States.

### **Current Projects:**

- Examples include: US Dept. of Commerce - Economic Development Administration Economic Development District planning, local government master planning, transportation long range planning, rideshare coordination, non-motorized trail planning, metropolitan transportation planning, GIS mapping, heritage route planning.

**Date of required response:** end of business day April 28, 2023 or until position filled

### **Salary level:**

- \$52,000

### **Benefits package:**

- The SWMPC has excellent family healthcare coverage with Michigan-based Priority Health plus vision & dental. We also offer a retirement fund with generous SWMPC contribution.

### **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. Additionally, the southwest region is lined with beautiful destination beaches appreciated by vacationers and residents alike. We are one and a half hours or an easy train ride from Chicago while feeling like a world away.

### **The SWMPC is:**

- A three-county regional planning organization that assists its member municipalities in southwest Michigan that also serves as MPO to two of southwestern Michigan's metropolitan areas.



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**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)