



## Associate Planner

An associate planner at Envision Utah possesses a sound knowledge of regional and community visioning and is responsible for ensuring that each assigned project is completed in a timely and high-quality manner in accordance with the direction of the project manager. Tasks to support visioning efforts range from community and stakeholder involvement to research and analysis, with the underlying goal being to engage the community; collect, analyze, and present information in understandable and engaging ways; and seek to follow community values to ensure a high quality of life for current and future generations. Topics of exploration range from housing and transportation to economic development and education. In addition to the general expertise in regional and community visioning, some associate planners may develop specialized expertise such as GIS, data analysis, or urban planning. Like all positions at Envision Utah, assistant planners generally work in a team environment. There is opportunity for guidance and support from more seasoned staff, as well as opportunity to support and guide interns.

### Typical Functions

- Research and data collection/analysis
- Development of maps and exhibits
- Preparation of materials for meetings, community events, and reports
- Writing/development of documents and reports
- Day-to-day project/process coordination of increasingly complex projects
- Meeting participation, assistance, and facilitation
- Emerging leadership roles in meetings and community events, and/or emerging leadership roles in technical aspects of visioning
- Other tasks as assigned

### Reporting Structure

- Associate planners report to the VP of Planning and work closely with the project manager for a given project

### Preferred Qualifications

- The associate planner position generally requires a bachelor's or master's degree (not necessarily in urban planning) in addition to a minimum of one year of experience

### Compensation

- \$40,000 to \$50,000/year DOE, paid time off, health insurance, and savings plan.

If you are interested in this position, please send your resume to Ryan at [rbeck@envisionutah.org](mailto:rbeck@envisionutah.org).