

New River Valley Regional Commission – Community Designer/Facilitation Specialist

Are you interested in a role that will help communities thrive in Appalachia? The New River Valley Regional Commission is actively seeking a creative, team-oriented, and highly motivated individual for its next Community Designer/Facilitation Specialist. The Commission is a planning agency located in beautiful Southwest Virginia, that serves 13 local governments and three institutions of higher education.

The successful candidate will support multiple projects and programs that adapt each year to align with local partner needs. The upcoming FY26 Work Program includes opportunities to contribute towards: parks and recreation master planning, transportation planning, New River Watershed Roundtable facilitation, and grant administration for community development and public infrastructure-related projects. This position will specialize in combining art and technology to communicate technical information/strategies visually and making technical work more approachable for local partners. Candidates who excel in this role enjoy community engagement and developing conceptual planning visualizations and have a passion for creative design. This position will function in a highly collaborative environment, offering opportunities for leadership and supporting roles across the Commission's scope of collaboration and teamwork in the region.

The position is preferred full-time and in-person; however, the Commission may choose to offer one or more part-time positions, depending on qualifications and level of interest. Minimum requirements include a BA/BS degree and two years of experience or relevant professional experience. Continued professional growth is strongly supported. Experience with Adobe and Microsoft products is a must. Starting full-time salary range \$55,000 to \$75,000, DOQ. The full-time position offers four days in-office and one day remote work. Excellent benefits package includes paid employer health options and participation in the Virginia Retirement System. Starting part-time salary range is \$30-\$40 per hour and more flexible/remote working options may be available. The Regional Commission actively seeks to employ a diverse team to serve the region and is committed to engaging all communities in the New River Valley.

All applicants must complete an Employment Application found on the Commission website and submit a cover letter, resume and a sample of work in pdf and/or interactive format. Materials should be emailed to Elijah Sharp, Deputy Executive Director, at esharp@nrvrc.org or by mail to the New River Valley Regional Commission, 6580 Valley Center Drive, Suite 124, Radford, VA 24141. EOE. Applications will be accepted until the position is filled. Full position advertisement and application for employment can be found at <https://nrvrc.org/news/careers>.



JOB DESCRIPTION: Community Designer/Facilitation Specialist

General Statement of Duties

The Community Designer/Facilitation Specialist position is characterized by a passion for supporting community engagement initiatives and storytelling through graphic design. The Community Designer/Facilitation Specialist is expected to possess in-depth knowledge within one or more planning specialties such as community development, transportation, environmental, parks and rec, scenario, etc. In addition, be skilled at community visioning and schematic design, and possess the ability to communicate ideas through technology and art. The Community Designer/Facilitation Specialist will both lead and support projects in a fast-paced team environment.

Workload Composition Goals for This Position

35% Conceptual Planning & Design (publication quality documents, project visualizations, etc.)

35% Community Engagement and Facilitation (Stakeholder Meetings, Documenting Input, Writing, etc.)

20% Project Management/Administrative (Financial Tracking and Oversight, Reporting, Grant Admin, etc.)

10% Continued Personal and Professional Development

The position has the opportunity to expand the in-house conceptual planning footprint by establishing partner value in this work and securing resources and programs that enhance this division.

Essential Functions

- Creates publication/consumer quality content for print and online;
- Develops visualizations, conceptual designs, and schematics that communicate potential community enhancements and economic development opportunities;
- Assists with updates and maintenance of comprehensive plans;
- Conducts extensive research in specific or general project areas;
- Writes and presents formal and technical reports, working papers, and correspondence;
- Develops long range plans and strategies that are consistent with community goals;
- Evaluates community problems, issues, and opportunities;
- Coordinates with regional partners on a regular basis to deliver results for annual projects;
- Assists in writing and updating comprehensive plans, ordinances, and regulations;
- Responsible for initiating and leading planning studies, publications, and facilitating meetings;
- Writes and administers grants;
- Occasionally attends after-hours meetings and events;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Experience in planning, architecture, graphic design, or visual communications. Well-developed knowledge of planning principles, methodology, and practices. In-depth knowledge of one or more planning specialization. Creative problem-solving skills to gather relevant information and analyze data. Effective written and verbal communication skills. Ability to work independently or in a team environment as needed. Strong project management ability demonstrated.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of two years of relevant experience or a Master's Degree. A willingness to continue growing and adapting personal and professional skill sets is a must.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.