

## **New River Valley Regional Commission – Regional Planner/Communications Specialist**

Are you interested in a role that will help communities thrive in Virginia's New River Valley? The New River Valley Regional Commission, a planning agency located in beautiful Southwest Virginia, that serves 13 local governments and three institutions of higher education, is seeking a creative, team-oriented and adaptable Regional Planner. The position plays an important role in fulfilling the agency's mission of assisting members in planning for their future and implementing significant projects. In addition, the position provides support across multiple public infrastructure-related projects and programs.

The successful candidate will support the regional alternative transportation promotion program, Ride Solutions, help develop a strategic plan for the program, and contribute to other community development projects currently underway. Candidates will excel in this role with skill sets that include familiarity with graphic design software, data analysis, community engagement, and grant administration. The position will specialize in creative communication of technical information in a team environment both internally and externally with local partners. The Regional Planner will join a team of planning and GIS professionals that works collaboratively across multiple planning disciplines. The Regional Commission was recently voted the Best Place to Work, government agency category, by the Montgomery County Chamber of Commerce!

This position will lead and support various projects, in an environment where continued professional growth is strongly encouraged. Experience in planning, landscape architecture, graphic/web design, or communications is desired. Minimum requirements include a BA/BS or relevant professional experience. Familiarity with Adobe, Esri, and Microsoft products is a plus. The position is part-time with the potential for future full-time employment – initial hiring range of \$25-\$35 per hour, up to 29 hours per week, DOQ. 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 by 5:00 pm on September 30, 2022. Materials should be emailed to Elijah Sharp, Deputy Executive Director, at [esharp@nrvc.org](mailto:esharp@nrvc.org) or by mail to the New River Valley Regional Commission, 6580 Valley Center Drive, Suite 124, Radford, VA 24141. EOE. Full position advertisement and application for employment can be found at <https://nrvc.org/news/careers>.



## **JOB DESCRIPTION: Regional Planner/Communications Specialist**

### General Statement of Duties

The Regional Planner/Communications Specialist position is characterized by a passion for supporting community outreach initiatives and storytelling through graphic design. The Regional Planner/Communications Specialist is expected to possess in-depth knowledge within one or more planning specialties such as economic development, comprehensive planning, transportation planning, housing or environmental planning. In addition, be skilled at preparing content for various audiences, presenting, and possess the ability to communicate ideas through technology and art. The Regional Planner/Communications Specialist will both lead and support projects in a fast-paced team environment. The position also requires the ability to work independently and maintain regular communication.

### Essential Functions

- Creates publication/consumer quality content for print and online;
- Conducts extensive research in specific or general project areas;
- Writes and presents formal and technical reports, working papers, and correspondence;
- Evaluates community problems, issues, and opportunities;
- Coordinates regional partners on a regular basis to deliver results for annual projects;
- Assists in writing and updating comprehensive plans, ordinances, and regulations;
- Assists in supporting community outreach/input activities;
- Responsible for initiating and leading planning studies, publications, and facilitating meetings;
- Capable of writing and providing administration of grants;
- Attends evening meetings;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

Experience in planning, landscape architecture, graphic/web design, or 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.

### 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 required.