

Job Description Part – Time Planner; New York Planning Federation
Location – NYPF Office, 600 Broadway, Albany, NY 12207

The ideal candidate will be a member of the American Planning Association and is either a current member of a planning or zoning board; or has worked in a planning capacity with a municipal board with significant experience in writing. The primary responsibility of the position is to perform the following:

- Work on annual conference as pertains to conference sessions; speakers; preparation of conference program including obtaining bios of all session speakers and coordinate the time that sessions will be offered.
- Work with Dept. of State on securing Code Enforcement Credits for specific conference sessions and advertising sessions
- Work with both APA on securing CM credit for AICP sessions and The Bar Association for CLE Credit
- Prepare quarterly newsletter including but not exclusive to interviewing various planning and ZBA members as pertains to current land use law court cases
- Prepare monthly e-news
- Research on grant funding opportunities and writing of grant proposals.

Position in part-time, approximately 15-20 hours per week. Hourly rate will be based on experience.