



IMMEDIATE OPENING

PLANNER/GRANT WRITER

JOB DESCRIPTION

Laberge Group is looking to add an experienced Planner/Grant Writer to our expanding team! We work with a variety of municipalities to create custom comprehensive plans, update existing plans, and improve communities throughout New York. We specialize in public outreach and engagement, revitalization efforts, community planning, with a focus on implementation through grant writing. This individual will work collaboratively with our team to assist with a wide range of municipal clients, as well as assist with a wide variety of planning documents.

ESSENTIAL FUNCTIONS:

The following duties are typical of the position, but are not all encompassing:

- Perform basic research and analytical tasks
- Prepare maps and graphics
- Assist in writing a variety of planning documents (i.e.; revitalization strategies, comprehensive plans, feasibility studies, streetscapes, grant narratives)
- Create presentation materials
- Attend public meetings, facilitate focus groups and stakeholder meetings
- Attend client meetings, take notes, and respond to technical questions as needed
- Establish & maintain positive relationships with co-workers, support and build others on the team and across disciplines/offices
- Be responsive to others and share information to improve efficiency and help others achieve goals; listen and engage in productive and critical debate
- Suggest new ideas and processes; stay informed of developments in practice areas; view obstacles as opportunities

JOB REQUIREMENTS

- Bachelors degree in Community, Regional or Urban Planning or a related field from an accredited university, or commensurate combination of education and experience required. Masters preferred.
- Excellent technical writing and computer skills are required.
- Must be accomplished in the management of multiple projects with excellent presentation, verbal and written communication skills.
- Ability to work as a member of a team
- Ability to work on multiple projects in different phases at the same time
- Ability to work in fast-paced environment and meet project deadlines
- Strong knowledge of Microsoft Office, Word and Excel required.
- Experience Adobe Creative Suite and ESRI ArcGIS software preferred.
- Excellent work ethic.

Salary or hourly rate will be based on experience.

The position is based in Albany, NY.

Laberge Group has provided engineering, surveying, planning and community development services since 1964 to public and private sector clients. Our diverse portfolio of successfully completed project, coupled with an experienced core of project management and design staff, provides clients creative, integrated and distinctive solutions. We are large enough to be professionally exhilarating and challenging, and small enough to provide highly attentive service to our clients.

This is an opportunity to join a growing, well established firm which offers a competitive salary commensurate with experience as well as an excellent benefit package. Check out our website at www.LabergeGroup.com.

All replies will be held in confidence. Interested candidates should send a detailed resume including education, work history and experience with emphasis on the elements identified above along with salary requirements to hr@labergegroup.com Laberge Group is an Equal Opportunity Employer - M/F/Veteran/Disability.