



Center For Neighborhoods

Job Description

Job Title: Planning & Program Associate
Department: Education (50%) / Planning & Design (50%)
Reports To: Planning Director
FLSA Status: Non-Exempt; Full-Time; Salary/Hourly
Salary: \$32,000 - \$40,000 annually (\$15.38 - \$19.23 per hour)
Prepared By: Trimen Solutions, LLC
Approved By: Interim Executive Director
Approved Date: August 1, 2019

SUMMARY

Assists with projects, activities, and programs as assigned, supports office operations and provides support to the Planning & Design and Education & Engagement functions of the organization by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Assists in the implementation and logistical coordination of Planning & Design programs including Better Block, Design Assistance Day, PAINT, Quality of Life Planning, neighborhood plans, and NeighborMap.
- Assists in the implementation and logistical coordination of Education & Engagement programs including Neighborhood Institute, workshops and the Neighborhood Summit.
- Publicly represents the organization, its mission, vision and values while in the community; shares information about the organization's programs and resources available to residents and neighborhoods.
- Works with residents, neighborhood groups and community stakeholders to increase awareness of the organization as a resource, and develops collaborations and partnerships to extend organization programs and audiences.
- Supports other staff to establish and maintain positive relationships with neighborhoods, residents, stakeholders and government representatives.
- Assists with evaluating effectiveness of projects and programing.

- Assists in researching, collecting and analyzing data for use in program reports and planning projects.
- Maintains a current working knowledge of community, demographic data, and characteristics of urban neighborhoods.
- Maintains a current working knowledge of planning and design methodology, best practices, and innovative practices.
- Assists with developing, planning and implementing community programs.

SECONDARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in organization-related events.
- Answers main phone during business hours.
- Coordinates activities of volunteers or residents.
- Assists in maintaining the organization website.
- Creates community maps; generate reports as directed.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Successful completion of a background investigation which may include, but not limited to, verification of education, certifications, and licenses, previous employment, driving record, credit check, personality testing, drug screening and a criminal background check is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university with a major in urban planning, public administration, communications, sociology, social or behavioral science,

public affairs or related field; and 1 year or more experience of community field experience working with diverse groups and the general public in urban neighborhoods, project coordination, community education, and group facilitation.; or equivalent combination of education and related experience.

Average experience and skill level with Microsoft Office Suite software mandatory; and working knowledge of Geographic Information Software (GIS), Adobe Creative Cloud, and design software preferred.

Experience in research, quantitative and qualitative data collection, Census data, open source data, and other geographic data.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Driver's License; and access to a vehicle with current automobile insurance meeting Kentucky minimum coverage requirements.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations in the English language. Ability to write reports, business correspondence, and procedure manuals in the English language. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public predominately in the English language. Ability to work with a language translator, in-person or by video, when needed.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually quiet; however, an occasional moderate to loud environment should be expected. Non-traditional work hours, including nights, weekends and holidays, may be required up to 30% of the time.

I, _____, acknowledge the duties and expectations of my job have been explained to me, and I agree to perform to the full extent the duties expected of me while holding this position.

Employee Signature _____

Supervisor Signature _____

Date Signed _____

Note: Nothing in this job description restricts management's right to assign or reassign duties, or responsibilities to this job at any time.

File: copy to employee; original in employee file.