

PROJECT PLANNER JOB ANNOUNCEMENT

Posted: October 17, 2022

THE ROLE: The Project Planner is a dynamic player on our small team who is involved in many aspects of work of the Cambridge Redevelopment Authority (CRA). There is no typical day, and you will enjoy wearing multiple hats working across various city planning topics. With your experience and initiative, you will take on increased responsibilities including new programs under development through our strategic plan update.

Current CRA projects that the Project Planner will work on include:

- Conducting neighborhood land use and data analysis to inform community investments
- Evaluating potential project sites for affordable housing or community facilities
- Providing support for nonprofit capital improvement grant programs
- Assisting with project proposals and reports to evaluate redevelopment projects

The Planner's work is done indoors in a professional office setting in Kendall Square, as well as outdoors at various local project and meeting sites. This role requires attendance at some evening meetings. It is a full-time position with a 37.5-hour work-week. The CRA is currently working in a hybrid office / remote work environment.

ABOUT THE CRA AND OUR WORKPLACE: We work in the public trust to bring a human dimension to development, improving the quality of life for residents, businesses, employees, and visitors. Our goal is to balance economic vibrancy, housing, and open space to create sustainable communities through new and revitalized development. We are committed to implementing imaginative, creative initiatives to achieve social equity and a balanced economic ecosystem. To do this, the CRA has worked on various redevelopment projects throughout Cambridge in close partnership with the City and other organizations.

We believe that diversity, equity, and inclusion make us stronger as individuals, organizations, and a society. Our work requires understanding the problems that cities face and the impact of our interventions on residents and communities.

The CRA provides a flexible, supportive, and family-friendly work environment. We will accommodate individuals with disabilities to perform essential functions.

Information about the CRA, its Strategic Plan, and ongoing projects may be found at our website: www.cambridgeredevelopment.org.

WHAT WE ARE LOOKING FOR: The Planner works on a range of projects and our primary consideration is to find a versatile collaborator with passion for our work. A priority for the CRA is to select candidates who bring land use planning and urban design experience with data analytics and public presentation skills. Experience engaging commonly underserved populations is valued. Compelling candidates will bring many of the following qualities, but perhaps not all:

- **Passion:** You are compelled to do work that matters. You care about urban communities, public infrastructure, and how cities work.

- **Versatility:** Your interest in urban planning spans across topics including community development, land use, mobility and placemaking. You have experience in several of the following: zoning analysis, housing policy, sustainability principles, and public participation methods.
- **Data-savvy:** You are skilled in data-management and visualization, especially GIS and Adobe Creative Suite.
- **Analytical:** You are a problem-solver who can distill data issues and find themes.
- **Nimble:** You plan, prioritize, and manage various tasks requiring creativity and long-term thinking.
- **Communication Skills:** You are a strong communicator when speaking and writing. You interact with a range of audiences clearly and sensitively, including giving presentations and generating social media.
- **Collaborative:** You have developed strong interpersonal and teaming skills. You can engage, listen to, and work with a diversity of community stakeholders.
- **Learner:** You love to learn and reflect on technical areas of professional growth. You follow news in the planning field and seek new ways to approach difficult problems.
- **Professional Experience:** you have three or more years in a full-time planning position or related field(s).
- **Education:** An advanced degree in City Planning, Architecture, Public Policy or related field is preferred but not required.

COMPENSATION Salary range is \$65,000 - \$75,000 dependent on skills and experience. Our benefit package includes health insurance, dental insurance, vacation, transit subsidy, and membership in the Cambridge Retirement System.

IF THIS SOUNDS LIKE YOU, APPLY: Respond by November 14, 2022 to planning@cambridgeredevelopment.org for consideration in the initial round of review.

Place "PLANNER" in the subject and attach your resume and cover letter as one PDF.

The CRA is an Equal Opportunity/Affirmative Action employer and values diversity of experience, opinion, and approach. We encourage qualified candidates from all backgrounds to apply.