

Community Planning Assistant

KM Date Community Planning, LLC is seeking a part-time planning assistant to help with data analysis and web/graphic document support. Primary tasks will be providing data collection and analysis for market and community research, under professional planner training and supervision; and preparing presentation, web and marketing materials. Some work may involve assisting with public engagement logistics including contacting potential participants and arranging and monitoring video meetings.

The ideal candidate will have a bachelor's degree, or at least one year's graduate education, in urban studies, real estate, urban planning, and/or geography, or related field. Strong skills required include Microsoft Office Word and Excel, and online data research skills. Graphic design skills, and Powerpoint, ArcGIS, OneNote, and/or videoconferencing familiarity is desirable but not required.

KM Date Community Planning, LLC is a small, growing consulting firm providing decision support to urban neighborhoods and small communities undergoing revitalization. Projects include retail, housing and business activity market analysis; economic and fiscal impact studies; Main Street revitalization strategies; economic revitalization strategies; neighborhood assessment; and community and stakeholder engagement. Recommendations and action steps are data-driven and developed together with community members to arrive at strategies that are realistic, and have community and leadership support.

This is an hourly paid position; hourly rate will be commensurate with experience. The work will be on a project basis, approximately 10 hours per week, with expansion potential possible into the fall. All work will be done from your location, according to your schedule; we will arrange meetings at mutually convenient times to coordinate the work. You will use your own computer, internet, office and telephone equipment and transportation. Telephone and transportation costs specifically related to the work will be reimbursed at cost.

To apply, please send resume, cover letter, salary history and writing/work examples to: admin@kmdateplanning.com. The position will remain open until filled.

8/4/20