



## PlaceWorks - Climate Action Assistant Project Manager

PlaceWorks has an immediate need for a full-time, mid-level planner with a specific interest in or experience with climate action and resiliency planning, to become part of our Planning team. This position would be based in California and would work with other team members around the state. We are looking for an individual with approximately 4 - 6 years of professional planning experience, ideally with experience in climate action planning, climate adaptation/resiliency, and/or sustainability work, who is self-starting, outgoing, collaborative, and passionate about helping shape and improve communities and the environment. We work in a wide array of communities throughout California, and we encourage diverse candidates from non-traditional backgrounds to apply.

Working in a collaborative and casual work environment under the guidance of skilled project managers and other senior staff, this planner will assist project teams by applying planning knowledge and technical skills to contribute to the successful completion of projects at a variety of scales, often working concurrently on more than one project. This position is also a training ground for project management, where the employee will assist the Project Manager and/or Principal-in-Charge with their respective duties. Typical projects of our planning practice include general and specific plans, climate action and adaptation, plans, master plans, zoning, housing policy, and transportation plans, as well as community engagement. Typical work of our climate action and resiliency services group include preparing local sustainability, climate, and energy action plans; greenhouse gas (GHG) emissions inventories; vulnerability assessments; climate action and resilience-focused General Plan elements, policies, and implementation strategies in support of GHG reduction, adaptation, resilience, and sustainability goals.

### **You're most likely a fit if:**

- You love planning for the future of communities and making a difference with your work.
- You find climate action planning work fun and rewarding, and enjoy exploring how the field can better meet communities' needs.
- You're a self-starter who can work both independently and in a highly collaborative environment, including a virtual, work from home environment when needed.
- You have strong verbal communication and interpersonal skills and aren't afraid to ask questions.
- You have excellent writing, formatting, and proofreading skills and are detail-oriented.
- You're a skilled researcher, and enjoy analyzing and compiling research and data as required by a project.
- You are comfortable and enjoy working with large reports, datasets, and spreadsheets.
- You have experience and comfort preparing community-wide greenhouse gas inventories and climate vulnerability assessments.
- You can effectively translate technical reports and analyses into widely-accessible



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reports, policies, and graphics.

- Supporting authentic engagement with diverse communities excites you, and you're willing to jump-in to help with outreach efforts. You may be asked to coordinate events or meetings, prepare and assemble materials/supplies, and present and/or facilitate discussions at workshops (virtually for now, and in person when safe).
- You can support and be part of virtual engagement events through platforms like Zoom, Microsoft Teams, and similar.
- You're able to attend and travel to client meetings and community workshops which may occur on weekday nights and weekends (when this can be done safely and is allowed under local health regulations).
- You have professional acumen to cultivate working relationships with clients, community-based organizations, academic institutions, government agencies, and other firms.
- You enjoy using your technical skills to create graphics, maps, plan documents, proposals, and presentations that communicate ideas simply and clearly.
- Time management is second nature and you can produce final project documents and products by stated deadlines. You can work effectively on multiple projects at once.
- You're interested in assisting with marketing, business development, and proposal efforts for planning work.
- You're proficient with Microsoft Office (Word, Excel, Outlook, and PowerPoint).
- You are comfortable using, and ideally are proficient with, Adobe Creative Suite and ArcGIS (preferably ArcGIS Pro).
- You have an understanding of the land use, environmental, and climate change regulatory framework applicable to local governments in California.
- You have a bachelor's degree or master's degree in urban or regional planning, or related field.

### **TO APPLY**

To be considered for this opportunity, submit your cover letter, resume, and writing samples as a single PDF (no greater than 10MB) with the email subject line, "Climate Action Assistant Project Manager" to [careers@placeworks.com](mailto:careers@placeworks.com).

### **ABOUT PLACEWORKS**

Based in California, PlaceWorks is one of the premier planning, design, and environmental services firms in the U.S. The firm's expertise and services span a wide range of practices, including city planning, urban design, landscape architecture, environmental review, GIS, and community participation. Our interdisciplinary, holistic approach integrates sustainability, economic vitality, community goals, and collaboration with our clients in the planning and design process. We are passionate about our work and together with our clients, will continue to create great places. To learn more about the work we do, please



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visit our website: [www.placeworks.com](http://www.placeworks.com).

To our employees, we offer interesting and diverse project work; a casual, collaborative, and flexible work environment; training, professional development, and career growth opportunities; a comprehensive benefits package (for full-time employees); and the chance to work amongst industry leaders, practice area founders, and friendly, supportive, and dedicated colleagues.

*PlaceWorks is an Equal Employment Opportunity employer and prohibits discrimination and harassment of any kind. All employment decisions at PlaceWorks are based on business needs, job requirements, and individual qualifications, without regard to race, religion, color, national origin, age, sex (including pregnancy, childbirth, or related medical conditions), gender identity and/or expression, sexual orientation, marital status, military and veteran status, physical or mental disability, or any other status covered by applicable federal, state, or local law.*