



PlaceWorks - Entry-Level Planner (Part-Time)

PlaceWorks is seeking an entry-level Planner to become part of the Planning Team. Initially, the position will be part-time (16-24 hours/week) and paid on an hourly basis, with the potential to become a full-time position depending on performance and project needs. While the position would be based out of our Berkeley office, the work will primarily be located on-site at the administrative offices of a nearby city. We are seeking individuals with approximately 6 months - 3 years of professional experience (such as through an internship) related to planning, city administration, mortgage lending, property management or real estate. The ideal candidate is passionate, creative, energetic, detail-oriented, personable and deeply committed to using their skills for the betterment of communities and the environment.

The Planner selected for this position will have the exciting opportunity to help combat California's affordable housing crisis by assisting lower- and moderate- income individuals and families to stay in their communities and become homebuyers for the first time. Under the guidance of a project manager and other senior staff, the successful candidate will support the ongoing administration of municipal affordable housing programs. Based on performance and project needs, the position may grow to include other types of planning projects which PlaceWorks specializes in.

Responsibilities:

This position's responsibilities include, but are not limited to:

- Conducting research as required by project. Analyzing and compiling project research/data, spotting issues, and synthesizing ideas into meaningful outputs/solutions.
- Evaluating documentation for compliance with program requirements, including real estate documents, inspection reports, housing applications, and property information.
- Maintaining/updating program information and providing it to interested buyers, real estate agents, lenders, title companies, and other professionals.
- Coordinating efforts with various city staff, for example, code enforcement officers, department directors, interns and permit technicians.
- Calculating maximum affordable resale prices and down payment assistance loan amounts.
- Preparing meeting materials, assembling and setting up outreach supplies, taking notes, and facilitating small group discussions at community meetings (these meetings may occur on weekday nights and weekends). The ideal candidate will possess the following key qualifications:

Qualifications:

- Bachelor's degree in urban or regional planning, public administration, real estate, or



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related field. Master's degree in related field is a plus.

- Minimum of 6 months' related experience performing the responsibilities that are the same as, or similar to, the ones listed above.
- Excellent writing, research, and analytical skills.
- Strong verbal communication skills.
- High attention to detail.
- Knowledge of Microsoft Office (Word, Excel, Outlook, and PowerPoint).
- Demonstrated ability to multi-task with project work and meet stated deadlines.
- Able to work independently and in a highly collaborative environment with other team members.

Interested in this opportunity? To be considered, please submit your cover letter, resume, and a writing sample as a single PDF (no greater than 10MB) with the email subject line, "Berkeley: Entry-Level Planner (Part-Time)" to careers@placeworks.com.

About PlaceWorks:

PlaceWorks is a California based multi-disciplinary firm of planning, design, and environmental services professionals. Our expertise and services span a broad range of practices, including city planning and administration, urban design, landscape architecture, environmental review, GIS, and community participation. We have a strong commitment to sustainable planning and design, promoting affordable housing, and to improving and empowering underserved urban and rural communities. Our work is driven by environmental stewardship and meaningful public participation in the planning and design process. Our planning practice encompasses a variety of private and public sector project work including: general and specific plans, master plans, zoning, policy planning, urban revitalization/infill, transportation projects, and local/regional transportation plans, as well as community engagement, environmental review and implementing municipal housing programs. Learn more about the work we do and how we do it, at: www.placeworks.com.

PlaceWorks offers employees interesting and diverse project work; training, professional development, and career growth opportunities; work-life balance; a casual and collaborative work environment; 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.