

Assistant Planner

Snell & Wilmer, one of the largest and most prestigious law firms in the Western United States, currently has an opening for an Assistant Planner. This position is an entry level position that will provide practical on-the-job experience working with real-world development projects in a professional environment. This opportunity will provide exposure to and experience in working with governmental staff, various ordinances, codes and general plans for a wide range of communities and exposure to the entitlement and land development processes of a variety of municipal and county governments. The ideal candidate is a team player that enjoys working on a wide variety of projects, is focused on the details and desires to grow their professional skills in current planning processes from a developer/applicant perspective.

This position entails administrative and professional duties related to current planning functions to support Planner, Senior Planner and staff attorneys with rezoning and zoning adjustment cases as well as a wide range of other land use entitlement and development services.

Position responsibilities include, but are not limited to, the following:

- Assists in the preparation and filing of rezoning, site plan, zoning adjustment, and other land use entitlement applications.
- Assists in maintaining digital and physical project records.
- Manages project timelines and tracks tasks/deliverables.
- Reviews available City records and other applicable information to perform comprehensive property due diligence research.
- Assist with public notification, neighborhood meeting, and public hearing activities, including preparing materials for public meetings and hearings.
- Attends neighborhood meetings and hearings that typically take place in the evenings.
- Performs other duties as assigned or required.

Qualifications:

- Graduate of or enrolled in last year of a degree program in Urban Planning, Architecture, Landscape Architecture, Geography, Sustainability, or closely related field.
- Must be eager to learn, be inquisitive and detail oriented, and must be able to work independently in a fast-paced environment.
- Basic understanding of the common principles, practices, and methods used in Urban Planning.
- Must possess strong written and oral communication skills, as this position interacts with City staff, residents and professional design consultants.
- Some prior experience in real estate, land development, planning, law or related field preferred.
- Proficient in Microsoft Office including Word, Outlook, Excel, and PowerPoint.
- Must have valid driver's license with acceptable driving record and have their own vehicle. You will be reimbursed for business-related travel.

Snell & Wilmer offers a competitive performance-based compensation and benefits package, including health and life insurance, 401K, profit sharing, tuition reimbursement, and employee assistance program. Snell & Wilmer is an Equal Employment Opportunity employer.

To explore this opportunity, send your resume in confidence to the Director of Legal Professionals via email at jobs@swlaw.com.