



- IS SEEKING A QUALIFIED -

## PLANNER

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**COMPANY OVERVIEW:** The Planning Center is a multi-disciplinary Planning and Landscape Architecture firm in Downtown Tucson. We are a small and versatile woman-owned enterprise. Our current projects include planning and design for public, private, and tribal clients. Our portfolio includes general plans, neighborhood plans, various entitlements, master-planned communities, single- and multi-family developments, corporate headquarters, and commercial developments.

At The Planning Center,

- We believe that *COMMUNITY* plays an integral role in our ability to develop meaningful solutions. For us, community means the people and places, flora and fauna, cultures and traditions, stories and history. We believe it is our job to strike a balance between creativity and practicality to bring people and places together.
- We strive to cultivate a *CULTURE* in the workplace that fosters comradery, creativity, and excellence. *Our culture is simple: be the best you can be, be professional, and laugh a lot.*
- We are *COMMITTED* to providing high-quality and achievable planning and design solutions. Our planning and design team includes public and private sector planning expertise. This diversity of experience helps us understand planning dynamics from both the community and the development perspectives, leading to a balanced solutions-based approach.

**LOCATION:** Downtown Tucson, Arizona | 2 E Congress St, Ste 600 (Historic Chase Bank Building)

**JOB DESCRIPTION:** Planner to assist our project managers and principals on a variety of projects including both current and long-range planning for both the public and private sectors. Duties include preparation of planning documents, GIS maps, application and presentation materials; organization of public participation opportunities, and participation in meetings with the public and clients.

### EXPERIENCE:

Currently, we are looking for a full-time planner with the following preferred qualifications:

- Comprehension of basic planning principles and theory
- Demonstrated ability to manage multiple projects (including client communication and public speaking), meet deadlines and work effectively with others.

- Excellent writing/editing, research, and analysis (qualitative and quantitative), communication, critical thinking, and presentation skills.
- Ability to work independently as needed on projects.
- Detail-oriented with excellent time-management skills.
- Must have a current valid Arizona Driver's License and own transportation.
- Proficiency with basic software programs, including Microsoft Office applications
- Proficiency with graphic communication and publishing software, such as Adobe Photoshop, Adobe InDesign, and Adobe Illustrator
- Working knowledge of Esri GIS mapping software and a basic familiarity with SketchUp 3D modeling software is a plus.
- The ideal candidate will be a team-oriented, highly-motivated individual seeking progressively more responsibility on a variety of projects.

## EDUCATION:

- A Bachelor's or Master's Degree in Planning, Regional Development or Landscape Architecture from an accredited institution.

The Planning Center offers competitive salaries and a complete benefits package, including medical and dental insurance, a matching 401K retirement plan, long-term disability insurance, and paid time off.

As a member of our team, you'll be surrounded by creative people who love what they do while forging their own career paths. You'll work with clients who entrust us with their projects, enjoy working with us, and continue to come back time after time. You'll have access to great technology, skill sets, and creativity that knows no boundaries. You'll be mentored no matter how much experience you have – our mentoring culture is an essential ingredient that contributes to our success as a company and to the success of our people.

## HOW TO APPLY:

Qualified applicants, please submit a cover letter, resume, and portfolio or work samples in PDF format to [info@azplanningcenter.com](mailto:info@azplanningcenter.com).