

## Job Description: Community Planner

### Summary

The Mad River Valley Planning District Community Planner engages and collaborates with citizens, professional organizations, non-profits, and officials at the local, regional, state, and federal levels on a variety of topics. These topics include, but are not limited to, housing, transportation, recreation, infrastructure, land use, historic resources, and placemaking. Under the supervision of the Executive Director, the Community Planner conducts regional studies, develops strategies, coordinates implementation steps, assists partners with grant applications, performs data analysis, deploys surveys, and undertakes other related tasks as assigned. Current priority areas include implementing the MRVPD's data program (such as the MRV Community Dashboard and the Annual Data Report), supporting municipal housing efforts, and enhancing public outreach. The ideal candidate will be a change agent with a strong interest in data-driven decision-making and an understanding of the importance of social capital. This is a full-time salaried position that offers excellent benefits.

### Duties include, but are not limited to:

- Conduct research
- Analyze data
- Write reports and memos
- Make presentations
- Facilitate and manage public meetings
- Project management
- Grant writing & reporting
- Map creation
- Undertake administrative tasks, such as minute-taking, website posting, etc.

### Qualifications & Experience

- Bachelor's degree in planning or a related field
- 3 years of relevant experience
- Experience working with rural communities
- Demonstrated ability to outreach and build relationships with community members
- Good humor, strong initiative, creativity, and ability to multitask
- Written and verbal communication skills
- Work independently and as a part of a team to produce clear deliverables
- Willingness to work on a flexible schedule, including evening meetings
- GIS experience preferred

Salary range: \$50-55k, commensurate with experience. Cover letter and resumes can be submitted to [joshua@mrvpd.org](mailto:joshua@mrvpd.org) with the following subject heading: *MRVPD Community Planner Application*. The deadline to apply is 12/8/25.

The Towns of Fayston, Waitsfield, Warren, & the Central VT Regional Planning Commission created the Mad River Valley Planning District in 1985. The Purpose of the Planning District is to *carry out a program of planning for the future of the Mad River Valley. The planning program shall be directed toward the physical, social, economic, fiscal, environmental, cultural, and aesthetic wellbeing of the member Towns and their inhabitants.* For more information, visit [mrvpd.org](http://mrvpd.org).