



**SRPEDD**  
Southeastern Regional Planning  
& Economic Development District

Acushnet  
Attleboro  
Berkley  
Carver  
Dartmouth  
Dighton  
Fairhaven  
Fall River  
Freetown  
Lakeville  
Mansfield  
Marion  
Mattapoisett  
Middleborough  
New Bedford  
N. Attleborough  
Norton  
Plainville  
Raynham  
Rehoboth  
Rochester  
Seekonk  
Somerset  
Swansea  
Taunton  
Wareham  
Westport

## ENVIRONMENTAL PLANNER - OPEN POSITION ANNOUNCEMENT

Southeastern Regional Planning and Economic Development District (SRPEDD)

88 Broadway, Taunton MA / Hybrid Work Environment

Agency Website: [www.srpedd.org](http://www.srpedd.org)

Environmental Department Home Page: [www.srpedd.org/environment/](http://www.srpedd.org/environment/)

### Position Summary

SRPEDD's Environmental Planning Department is seeking a proven collegial self-starter to contribute to the work of the Department, and to the agency as a whole. More information about SRPEDD, the Regional Planning Agency serving 27 communities in Southeastern Massachusetts, can be found below the announcement, and on the agency website provided above. This position is designed as an entry level position for a candidate embarking on a career in the environmental planning field after graduating with their BA/BS in the field of community planning, environmental science, or a related field. SRPEDD's office is located in Taunton, Massachusetts. Per our hybrid office policy, employees are physically in the office an average of two days per week. The Environmental Department has a consistent group in-office day on Tuesday, during which we have our weekly staff meeting.

Under the supervision of the Environmental Programs Manager, with potential tasks also to be completed for the Transportation Planning Manager, the Comprehensive Planning Manager, and Principal Planners/project managers, the Environmental Planner contributes to the diverse work program of a busy and growing Regional Planning Agency.

### Primary Duties and Responsibilities

The Environmental Planner acts as a creative and technical assistant on numerous plans, civic engagement efforts, and other work products. The position's work program requires an understanding of the principles, practices, and methods of environmental land use planning and related technical assistance. Program specific essential duties and responsibilities include:

- Collecting, organizing, describing, and presenting various forms of data, including but not limited to environmental features, land use, socioeconomic, climate projections, infrastructure, and various other data for plans, studies, and reports.
- Assisting with local project management and program participation under the Department of Energy Resources (DOER) Green Communities Designation and Grant program.
- Assisting with the preparation of grant applications.
- Researching environmental land use best practices and programs.
- Writing reports that summarize community engagement activities, data analysis, GIS methodologies, and research outcomes.
- Authoring sections of watershed management, open space, climate resilience, and other



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similar planning documents. Experience with the Microsoft Suite (Word, Excel, PowerPoint) is essential.

- Performing other long-range and short-turn around project tasks as assigned.
- Communicating effectively with internal staff and agency partners.
- Co-presenting and note-taking at public and project team meetings.
- Constructing and updating web pages in WordPress.
- Creating flyers, social media posts and press releases in support of public outreach efforts.
- Developing and executing social media posts for the environmental department's social media posts. Departmental social media outreach coordination is an important aspect of this position. Experience with Canva and Hootsuite is a plus, as is experience executing Facebook post boost advertisements.
- Designing, managing, and editing complex datasets.
- Completing frequent, high-quality GIS analysis and map design within ESRI software (including ArcGIS Pro, ArcMap, and ArcGIS Online).
- Graphic production and design of diagrams, icons, charts, and figures for a variety of projects. Knowledge of the Adobe Creative Suite (especially InDesign & Illustrator) is a plus.
- Responding to internal data requests on an as-needed basis.
- Completing field work and site visits. Applicants must have a valid driver's license at the time of application.
- Working collaboratively to arrive at constructive solutions as part of a team.
- Contributing to regular conversations about the Environmental Program's work culture.
- Assisting with the preparation of invoices for specified contracts.

### Qualifications and Educational Requirements

One of the following combinations of education and employment experience must be met in order to be considered for the position:

Education	And	Experience
BA/BS in Environmental Science, Urban/Regional/City Planning, or a related field		Approximately 1-year equivalent of relevant internship and/or Teaching Assistant / Research Assistant activities

### Salary and Benefits

Starting Salary: \$45,000 - \$55,000, depending on qualifications.

SRPEDD has a competitive benefits package, inclusive of health insurance through the Massachusetts Group Insurance Commission, dental and vision insurance, disability insurance, life insurance, medical and child care flexible spending accounts, a retirement package through the Massachusetts State Pension Plan, and a Section 457 Deferred Compensation option.

SRPEDD has a flexible and hybrid work schedule, competitive time off, a sick leave bank, and eleven paid holidays per year.



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## Requirements and Deadlines for Applications

Please forward a cover letter, resume, 3 work samples (consisting of maps, short writing samples, presentations, etc.), and 3 professional references via email by June 20, 2022 to:

Helen Zincavage, AICP, Manager of Environmental Programs at [hzincavage@srpedd.org](mailto:hzincavage@srpedd.org)

SRPEDD is an Equal Opportunity employer. Position is open until filled.

## About SRPEDD and SRPEDD's Environmental Program

SRPEDD is a collegial workplace with experienced staff. We are looking for a proven self-starter and independent worker who is equally at home in a collaborative working environment.

SRPEDD's work includes habitat restoration and watershed protection, climate and hazard mitigation planning, open space and recreation planning, conventional energy reduction projects, brownfield redevelopment, community master plans, regional transportation and bicycle projects, build-out and fiscal impact scenarios, transit planning, zoning bylaws, drone surveys and 3D interior photography, economic development, infrastructure initiatives, and more. SRPEDD supports the four cities and 23 towns in our region to build community and enhance quality of life for all. Through careful collaboration, SRPEDD seeks to enhance equitable opportunities to envision and plan for the long-term future, foster sustainable growth, and cultivate the systems and networks that emphasize social justice and community development.

## The Mission of SRPEDD's Environmental Program is stated as follows:

The human communities of Southeastern Massachusetts exist within, and are part of, an expansive natural landscape. The calling of SRPEDD's Environmental Program is to intentionally situate our region's built, human communities within their natural environment and to explain the forces that human communities, natural communities, and environmental dynamics exert on one another, both positive and negative. To that end, the Environmental Program pursues four types of projects, specifically, those that:

1. Minimize the negative impacts of human communities on the underlying natural landscape;
2. Maximize human stewardship of natural communities;
3. Minimize the impacts of destructive environmental hazards on human communities; and
4. Maximize the benefit to human communities of well-functioning natural systems.

All of our work takes place on a warming world. As such, in all of our work, we explicate the connection between project-based outcomes and the larger effort to mitigate or adapt to the climate crisis and increase community resilience.