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## SENIOR 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 an early career environmental professional to support our work program, contribute to agency goals, and engage in the work of enhancing environmental quality and resilience across Southeastern Massachusetts. More information about SRPEDD, the Regional Planning Agency serving 27 municipalities in Southeastern Massachusetts, can be found below the announcement, and on the agency website provided above.

Posted at the Senior Planner (P4) level, this position is designed for a serious candidate intending to grow their career within in the environmental planning field after graduating with their MA/MS in urban planning, regional planning, environmental science, or a related field. The position's work program requires an understanding of and the desire to grow their knowledge in the principles, practices, and methods of environmental planning and related technical assistance across the Environmental Department's seven main programmatic areas: (1) stormwater management; (2) floodwater management; (3) open space & recreation planning; (4) air quality; (5) climate change mitigation and climate change pollution reduction; (6) climate change adaptation; and (7) brownfields cleanup.

SRPEDD's office is 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.

### Primary Duties and Responsibilities

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

The Senior Environmental Planner acts as a creative and technical assistant on numerous projects, plans, partnership network collaborations, public engagement efforts, and other grant- and contract-based projects that are executed by SRPEDD's Environmental Program. The Senior Planner works with the Environmental Planning Manager and departmental colleagues to design projects, set project benchmarks, and meet deliverables and deadlines. The position is



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responsible for acting as the main point of contact for communities in one sub-watershed (5-6 municipalities) but will be engaged in projects throughout the SRPEDD region.

#### **PROGRAM SPECIFIC ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Co-leads and supports several planning projects at one time, including but not limited to Watershed Plans, Open Space and Recreation Plans, targeted restoration studies, and civic engagement efforts, among others.
- Collects, organizes, describes, and presents various forms of data, including but not limited to land use, socioeconomic, climate projections, infrastructure, and various other data for plans, studies, and reports. Designs, manages, and edits complex datasets.
- Completes frequent, high-quality GIS work within ESRI software (including ArcGIS Pro and ArcGIS Online).
- Provides data analysis, interpretation, and effective graphic and verbal data presentation. The preparation of effective PowerPoint presentations is a required skill. Designs and produces graphics such as maps, diagrams, icons, charts, and figures for a variety of projects using the Adobe Creative Suite (especially InDesign) and Microsoft Office products.
- Responds to internal data requests on an as-needed basis.
- Completes field work as required.
- Assists with local project management and program participation under the Department of Energy Resources (DOER) Green Communities Designation and Grant program.
- Assisting with SRPEDD's Climate Pollution Reduction Grant.
- Assisting with SRPEDD's Brownfields Community Assessment Grant.
- Assists with the preparation of grant applications.
- Constructs and updates web pages in WordPress.
- Creates flyers, social media posts and press releases in support of public outreach efforts.
- Contributes ideas for the environmental department's social media posts.
- Assists the Environmental Team in keeping up with major events in SREPDD's jurisdictional area.
- Collaborates with external partners.
- Independently schedules and presents/co-presents work at public meetings.
- Performs other long-range and short-turn around project tasks as assigned.
- Communicates effectively with internal staff, including participation in weekly staff meetings and time blocking sessions.
- Works collaboratively to arrive at constructive solutions as part of a team.
- Contributes to regular conversations about the Environmental Program's work culture, work program, and mission.



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**ADMINISTRATIVE RESPONSIBILITIES**

- Provides contract reporting and monitoring as assigned.
- Assists with the preparation of progress reports for specified contracts.
- Represents the Environmental Department at external meeting with project partners and at internal meetings with the SRPEDD Commission and its Committees.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

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

Education	And	Experience
MA/MS in City and Regional Planning, Urban Planning, Environmental Science, Sustainability, or a related field.		At least 1-3 years of relevant work experience. Driver’s license is required.

**Salary and Benefits**

Starting Salary: \$60,000 - \$65,000, 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.

**Requirements and Deadlines for Applications**

Please forward a cover and resume via email by October 31, 2023, to:

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

Candidates selected for an interview will be asked to provide work samples and references. 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.



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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.