



Rebecca Coletta, President | Mary Waldron, Executive Director

(508) 583-1833

70 School Street, Brockton, MA 02301

[www.oldcolonyplanning.org](http://www.oldcolonyplanning.org)

- Job Title:** Senior Community and Economic Development Planner
- Salary Range:** Senior Planners \$80,000 to \$90,000 annual starting salary, depending on qualifications
- Department:** Economic Development
- Reporting To:** Director of Economic Development

At Old Colony Planning Council, we assist cities and towns in planning for present and future needs, while utilizing our local knowledge, technical expertise, and regional collaboration. We serve seventeen (17) communities in southeastern MA as their regional planning agency, and also provide staff to the Old Colony Metropolitan Planning Organization. Our vision is that communities in the Old Colony region are resilient, sustainable, equitable, connected, collaborative, and responsive.

**Benefits:**

Massachusetts State Benefits (GIC), matching deferred income contributions, milage reimbursement, education benefits, flexible hybrid in-person/ remote work schedule, and generous paid time off (PTO).

**Position Summary:**

Under the supervision of the Director of Economic Development, the Senior Community and Economic Development Planner applies their technical expertise, working knowledge of community and economic development programs and applications, familiarity with zoning, permitting, and planning best practices to the diverse work program of a busy and growing Regional Planning Agency and Economic Development District.

**Primary Duties and Responsibilities:**

The Senior Community and Economic Development Planner (“Senior Planner”) is a technical lead/co-lead on numerous plans, project management initiatives, civic engagement efforts, and other deliverables. They would produce grant funding applications, planning narratives, data and policy narratives, writing (both technical and creative), educational materials, project documentation, and other work, as needed. The Planner works with a diverse team of planners and designers to deliver high-quality work and manage a diverse portfolio of projects.

### **Programmatic Specific Essential Duties and Responsibilities:**

- Leads/co-leads planning projects, including but not limited to Economic Development Plans, corridor studies, redevelopment plans and feasibility studies including economic development and associated elements of Comprehensive Plans/Master Plans, and civic engagement efforts
- Interprets economic development programs and tools
- Project management on assigned projects including assistance on U.S. EDA-sponsored planning, engineering, and construction projects
- Leads/co-leads civic engagement efforts and public workshops
- Produces writing that conveys complex public policy in simple, easily understood, conversational language
- Communicates effectively with internal staff and agency partners
- Proficiency in the Microsoft Office Suite
- Familiarity with Adobe Creative Suite and ERSI software (including ArcGIS Pro, ArcMap, and ArcGIS Online)

### **Administrative Responsibilities:**

- Project reporting and monitoring of contracts as assigned
- Preparation of invoices on assigned contracts

### **Qualifications and Education Requirements:**

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

#### **Education**

BA/BS; MA/MS preferred; fields of study can include Urban Planning, Public Policy, Public Administration, Economics, Geography or similar.

#### **Experience**

Minimum 5 years of relevant progressive experience; master-level education may substitute for professional experience.

#### **Must have a valid driver's license**

### **To Apply:**

Position open until filled

Please forward at least 3 work samples (maps, diagrams, short writing samples, presentations, etc.,) a cover letter and a resume to:

Mary Waldron, Executive Director  
Old Colony Planning Council  
70 School Street  
Brockton, MA 02301  
[mwaldron@ocpcrpa.org](mailto:mwaldron@ocpcrpa.org)

**Anticipated Start Date:**

July 1, 2023

OCPC is an Equal Opportunity Employer

Old Colony Planning Council provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.