

# Vandewalle & Associates



## **POSITION DESCRIPTION: ASSISTANT PLANNER** **Vandewalle & Associates | Milwaukee or Madison, Wisconsin**

Our mission driven planning, design, and economic development firm is seeking an Assistant Planner to support a variety of planning, redevelopment, economic development, and related projects. Vandewalle & Associates is one of the largest independent planning firms in the Midwest, with offices in Madison and Milwaukee, Wisconsin, focused primarily on clients throughout the Great Lakes and Upper Midwest. Over the past 40 years, Vandewalle & Associates has assembled a team of experts in the art of shaping Midwestern communities. We are passionate about helping our client communities meet the challenges of our future, and the right candidate will share this enthusiasm and embrace the tremendous opportunity to both learn from and contribute to this exceptional team.

The firm has offices in Madison and Milwaukee. The firm would prefer to hire an individual that is based in the Milwaukee office but would consider a candidate based in either our Madison office or Milwaukee office. The position includes flexibility to work from home periodically. Occasional travel between the two offices for meetings will be required, as will travel to client communities.

### **Responsibilities:**

This position supports the work of several project managers on an evolving range of projects such as downtown, neighborhood, and riverfront revitalization; planning and economic development within underserved communities; adaptive reuse of industrial buildings and brownfields; and unique economic development strategies. Projects may also include planning for park and trail systems, transportation, school districts; comprehensive planning; zoning ordinance development; and providing on-call planning services for nearby communities

## Minimum Qualifications:

This position with the opportunity to grow quickly professionally while being mentored by our seasoned planners, requires a highly organized, flexible individual who can think on their feet, receive direction from several project managers, and work independently in a fast-paced environment. Excellent time management and interpersonal skills are essential in addition to:

- Excellent research and organizational skills
- Excellent written and oral communication skills, including ability to adapt communication/writing styles to different audiences
- Interest in project implementation, including supporting and maintaining project task lists and timelines
- Interest in inclusive public engagement
- Experience with quantitative-oriented tasks using spreadsheets and other tools
- Ability to learn quickly with flexibility to quickly adapt to new projects and opportunities
- Ability to work effectively in a hybrid/virtual work environment, communicating proactively, and being highly responsive to project managers whether working from the office or from home
- Outgoing, client-focused, and creative personality

Candidates should have a degree in urban or regional planning or similar field and at least one professional internship or an equivalent combination of education and experience. Pluses for candidates include proficiency with Excel and quantitative and qualitative analysis, Spanish or Hmong language skills, and GIS experience.

This is a junior level position. Recent graduates as well as those with some planning experience are encouraged to apply.

This position is full-time with a competitive salary and benefit package.

Vandewalle & Associates stands in solidarity with voices against racism, supports diversity and inclusion, and strives for social and economic justice. Our team of experts in economic development, planning, and design is nationally recognized for the integrity and impact of our work with communities, neighborhoods, institutions, organizations, and companies to make positive change happen. More information on the company can be found at [www.vandewalle.com](http://www.vandewalle.com).

## How to Apply:

For strongest consideration, resumes and cover letters should be emailed by Friday, June 28, 2024 to Nonna Anderson, Business Manager: [nanderson@vandewalle.com](mailto:nanderson@vandewalle.com). Vandewalle & Associates is an Equal Opportunity Employer.