

# neighborhood DESIGNcenter

**Job Opening: Early Career Planner**  
Columbus, Ohio

November 2022

The Neighborhood Design Center, a 501(c)3 nonprofit organization formed in 1982, seeks an urban planner with one to three years of work experience to join our full-time staff in Columbus, Ohio. With our office located in a walkable, diverse, and historic urban neighborhood in the heart of Columbus, near The Ohio State University and the thriving Short North Arts District, this position offers the opportunity to work in one of the most dynamic and rapidly growing regions in the nation.

Historically rooted in providing free and discounted design services to business owners and community-based organizations in distressed urban corridors, the Neighborhood Design Center has expanded our ability to provide a broader range of planning services to Columbus neighborhoods. Examples of recent community planning efforts can be found at both [www.envisionhilltop.com](http://www.envisionhilltop.com) and [onelinden.org](http://onelinden.org).

## **What you'll do**

The ideal candidate will possess a broad range of planning experience coupled with excellent public speaking, research, and community engagement skills. Specific skills include:

- Assist with community engagement with diverse populations
- Assist with the creation of inclusive planning exercises to gauge and understand resident concerns and aspirations
- Conduct technical research and community data analysis
- Prepare technical and creative writing
- Help facilitate small and large public meetings
- In collaboration with leadership, mentor, and support college interns in various projects
- Develop concept-level plans, studies, and analyses in consultation with an interdisciplinary team
- Engage in the management of stakeholder outreach, fostering strong project relationships with communities, stakeholders, and clients; and delivering/facilitating project presentations
- Researching complex policy and planning topics and translating them for lay audiences
- Overseeing printing, production, and fabrication of final products
- Assist in developing written program outreach materials, including press releases, website news updates, and materials for grants and other communications, as required

## **What you'll need**

- Bachelor's Degree from an accredited program is required. A Master's Degree in urban planning or a related field is desired.
- Undergraduate studies in related design fields (*Planning/Architecture/Landscape Architecture*) are preferred, but not required
- One to three years of experience in relevant Urban Planning or related fields
- Demonstrated knowledge and experience in the application of planning policies, processes
- Experience in presenting before community groups and civic entities
- Verbal and written communication skills
- Proficient in MS Office and Adobe Creative Suites, especially InDesign, and ideally Illustrator and Photoshop

- Proven knowledge and/or experience working with GIS and other data mapping and analytical tools
- Proficiency in SketchUp is an asset
- Experience collecting, analyzing, and preparing reports with community and market data (i.e. U.S. Census, Esri, Social Explorer)
- Experience and/or interest in web design, creating landing pages, registrations for events, and more (i.e. WordPress, Wix, Weebly, Squarespace)
- Experience with email marketing and newsletter tools (i.e. Mailchimp, Constant Contact)
- Strong organizational skills to undertake multiple projects or facets of various projects
- Comfortable in coordinating input from various organizations for public/private collaboration, including multi-disciplinary project efforts working with allied professionals such as architects, civil engineers, and developers
- Experience in developing and compiling/producing graphics-supported reports
- Strong team collaboration skills

### **What we offer**

The Neighborhood Design Center is a small team environment where we highly value our team and make its employee development and well-being a priority. Compensation and benefits:

- Salary (\$45,000 to \$55,000) annually, commensurate with experience
- Group health insurance plan
- Retirement matching benefit (401K)
- Payment of professional association membership fees
- Paid time off
- Social activities throughout the year
- Creative and collaborative work environment

### **How to apply**

If you're interested in the position, send an email with the subject line "Planner Position" to [info@columbusndc.org](mailto:info@columbusndc.org) with the following documents in one single PDF attachment:

- A one-page cover letter, in which you address why you are interested in this position, how your experience qualifies you for it, and why you would like to work at the NDC
- A one-page resume

### **Timeline and selection process**

NDC staff will review all complete applications and will schedule remote video interviews with selected candidates on a convenient date and time.

Applicants will be notified, with an expected start date within two weeks of offer letter acceptance.