



Associate Planner

Primary Responsibility

WCI is seeking a generalist planner to work on a variety of planning topics. This position will primarily be responsible for WCI's economic development planning and assisting in the organization's transportation planning work, and will have the opportunity to work in additional planning disciplines related to community development.

Examples of Important and Essential Duties

- Research, analyze and interpret data, to establish trends and prepare reports on various planning topics as related to Region IV Economic Development Region.
- Conduct studies and needs assessments as determined by the DevelopMN Plan, Comprehensive Economic Development Strategy, and WCI's strategic plan.
- Establish and maintain relationships with planners, consultants, professional advisors, such as architects, builders, attorneys, contractors, engineers and the general public as related to economic development, transportation planning, and WCI's work in our communities.
- Assist in preparing and presenting reports to the WCI Board of Directors, funders, and County Commissioners.
- Complete the regional five-year Comprehensive Economic Development Strategy and the annual updates for EDA, this includes organizing and leading committee meetings, organizing and leading public input sessions, and plan writing.
- Coordinate the activities and meetings of the Economic Development District Board.
- Assist communities with their applications to EDA for funding projects.
- Prepare and submit a partnership planning grant application to EDA on established funding cycle.
- Review plans, policies, or studies undertaken by various individuals, groups, and agencies that pose a potential impact to the region; participate in plan advisory committees as appropriate.
- Develop Safe Routes to School plans for communities in the region; this includes organizing and leading meetings, conducting walking audits, making field observations, and plan writing.
- Assist with development of transit plans, including transit coordination plans and transit investment plans.
- Provide professional planning assistance regarding local and regional issues related to economic development and transportation planning.

ABOUT WEST CENTRAL INITIATIVE

West Central Initiative (WCI) is a regional community foundation that serves nine counties in west central Minnesota: Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin. It's primary goal is to strengthen the economy of the region so that our families, communities and businesses thrive now and for generations to come. WCI does this using the tools of economic and community development and by promoting philanthropy.



Additional information is at:

<http://www.wcif.org>

<http://blog.wcif.org>

<http://facebook.com/westcentralinitiative>

<http://twitter.com/wciminn>

<http://vimeo/wciminn>

<http://www.greaterminnesota.net>

<http://www.mcknight.org/grant-programs/mn/program-background>

- Participate in workshops, seminars and conferences concerning regional planning efforts.
- Update the regional trails plan; this includes organizing and leading committee meetings, organizing and leading public input sessions, and plan writing.
- Provide communities in the region with necessary demographic and statistical information.
- Develop and utilize GIS resources, and coordinate the Pine to Prairie GIS User Group meetings.
- Develop and work with professional economic development networks on the local, regional, and state-wide level.
- Assist communities with creative placemaking, active transportation, community development, economic development finance, housing, and other related planning activities as required.
- Extensive travel throughout the nine-county region.
- Perform other related duties as required.

Knowledge, Skills and Abilities

- Bachelor's degree in planning or closely related field.
- Knowledge of planning principles related to economic, transportation and community development.
- Strong organizational planning, quantitative analysis, and facilitation skills.
- Ability to meet established deadlines.
- Capability to work independently and in small groups.
- Three to five years' experience in economic, transportation, community development planning, or other planning discipline.
- Able to bring projects from idea stage to implementation.
- Interpersonal communication skills and leadership abilities.
- Excellent verbal and written communication skills
- Background in working with city and county staff, volunteer committees and elected officials.
- Experience in grant writing and grant administration.
- Develop an action plan to meet overall goals of program within designated timeframes.
- Commitment to fulfilling responsibilities of a professional staff person.
- Requires valid driver's license and carry and maintain private automobile insurance.

Valued but Not Required

- AICP Certification
- GIS experience
- LCI Certification

To Apply and For More Information

An application is available online at employment.wcif.org. Please complete and email, along with cover letter and résumé, to info@wcif.org, or, mail to: West Central Initiative, PO Box 318, Fergus Falls, MN 56538

For more information, contact Greg Wagner, Business and Economic Development Director, greg@wcif.org, 800-735-2239.

WELCOME TO WEST CENTRAL MINNESOTA

West Central Initiative is located in Fergus Falls, in the heart of the nine-county region of west central Minnesota. It's a regional destination for arts and culture, and is making a name for itself for the creative entrepreneurs who call Fergus Falls home, providing artisan breads, quality chocolate, locally roasted coffee, craft beer and more! Fergus Falls is the county seat of Otter Tail County, which boasts of more than 1,000 lakes and is a popular area for year-round recreation. The city is also the gateway to the Central Lakes Recreation Trail.

