WE ARE HIRING!

Senior Planner
Safe Routes to School Coordinator
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
Full-time salaried position

APPLICATIONS
Application Deadline: Open until filled (First review of applications will be on June 6th, 2022)
Interested applicants should submit an employment application, a cover letter, a resume, and one writing sample to:
Leann Buboltz
Administrative Coordinator at lbuboltz@ecwrpc.org;
Subject Line: Senior Planner Position

A confirmation email will be sent upon receipt of application materials.

SUMMARY
East Central Wisconsin Regional Planning Commission is looking for an energetic and dynamic professional to lead the Regional Safe Routes to School Program (SRTS). The SRTS program is a component of the Transportation Program, and it focuses on making walking and bicycling to school safe and appealing for students. The Coordinator will lead the SRTS staff team to work with local SRTS coalitions to plan, implement, and evaluate the programs throughout the East Central Region.

BACKGROUND
East Central Wisconsin Regional Planning Commission serves eight counties within northeast Wisconsin with core program areas of Economic Development, Transportation, Water Quality Management/Sewer Service Area Planning, and Regional Comprehensive Planning. The Commission provides information and planning services necessary to solve problems which transcend the municipal boundaries and fiscal capabilities of individual governmental jurisdictions. The Commission has a Regional Safe Routes to School Program, funded through Transportation Alternative Program (TAP) funding. The Safe Routes to School is a federal program designed to make it safe, easy, and convenient for children in grades K-8 to walk and bicycle to schools.

KEY RESPONSIBILITIES
- Manage the program budget and grant deliverables according to federal guidelines provided by the Wisconsin Department of Transportation and Federal Highway Administration.
- Apply for and administer Transportation Alternatives Program funding for the Safe Routes to School program.
- Coordinate and manage contracts with subconsultants to complete program deliverables for the SRTS program.
▪ Conduct community outreach with schools and regional partners and develop relationships with partner organizations throughout the region.
▪ Manage and facilitate complex decision-making processes with multiple stakeholders to find consensus.
▪ Supervise a team of Associate Planners – Safe Routes to School.
▪ Actively work with partner organizations (schools, government, local law enforcement, and youth) to collect data, develop recommendations, and produce and implement SRTS action plans.
▪ Present and lead local SRTS coalition meetings.
▪ Serve as a resource to local communities and school districts on local transportation projects.
▪ Teach students about walking and bicycling safety in the classroom and at community events.

QUALIFICATIONS
▪ Bachelor’s degree in urban/regional planning, geography, health and wellness/public health, or a related field is required. Master’s degree in urban and regional planning, transportation planning, health and wellness/public health, or public administration is a plus.
▪ Experience in a variety of computer software applications, including the Microsoft Office Suite. WordPress experience is a plus.
▪ Demonstrated experience managing multiple complex initiatives across organizational boundaries in close collaboration with leaders.
▪ Experience in developing and maintaining effective working relationships with multiple stakeholders.
▪ Ability to translate strategies and goals into the design and implementation of systems and processes.
▪ Experience and skill in public speaking and presentations.
▪ Strong communication skills, including verbal and written.
▪ Organized and able to manage multiple projects simultaneously, with excellent attention to detail.
▪ Experience with ArcMap, GIS applications, and Adobe InDesign is a plus.

ANNUAL SALARY
The position is full time at 37.5 hours/week and offers a starting annual salary in the range of $55,740 - $63,703/year (depending on experience and qualifications) plus full benefits, including health insurance, flexible scheduling, paid time off, and participation in the State retirement plan.

_East Central Wisconsin Regional Planning Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer._

_More information about East Central can be found at _www.ecwrpc.org_

_Regional Safe Routes to School Program, visit _www.eastcentralsrts.org_