

WE ARE HIRING!

Associate Planner

Safe Routes to School Planner

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
Full-time salaried position

APPLICATIONS

Application Deadline: Open until filled (First review of applications will be on **July 21st, 2022**)
Interested applicants should submit an employment [application](#), cover letter, a resume, and one writing sample to:

Leann Buboltz

Administrative Coordinator at lbuboltz@ecwrpc.org ;

Subject Line: Associate Planner Position – Safe Routes to School

This position recruitment will run concurrently with the Associate Planner – Transportation Planner position. Applicants who are interested in both positions should indicate their interest in both. These two positions may be combined or operate on a hybrid basis depending on applicant skillset, interest, and Commission needs.

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

SUMMARY

The East Central Wisconsin Regional Planning Commission is seeking an engaging, dynamic, and collaborative professional to join the 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 Safe Routes to School Program helps local communities coordinate programs that increase children's physical activity levels, decrease traffic congestion, improve air quality and neighborhood safety.

BACKGROUND

The East Central Wisconsin Regional Planning Commission serves eight counties within northeast Wisconsin with core program areas of Transportation, Economic Development, 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. 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

- Provide customized assistance as schools implement Safe Routes to School education, encouragement, engagement, and evaluation activities.
- Assist with school-and community-based SRTS plans to guide the implementation of walking and cycling education programs.
- Coordinate Safe Routes events at participating schools.
- Report on outreach activities and maintain a current, accurate database of school contacts and participation.
- Manage education assets such as our bike fleet and other materials to support community education efforts.
- Coordinate and conduct bicycle and walk audits at and around schools and effectively communicate results to partner organizations.
- Work with transportation staff as needed on projects including, but not limited to, the development of the Long-Range Transportation Plan, Bicycle and Pedestrian Plan, and the Transportation Improvement Program.

QUALIFICATIONS

- Bachelor's degree in urban/regional planning, geography, health and wellness/public health, education or a related field required. Master's degree in urban/regional planning, transportation planning, public health, education, or public administration is a plus.
- Advanced level of proficiency and previous experience in a variety of computer software applications including Microsoft Office Suite.
- Passion for advancing safe walking and bicycling to school and in daily life.
- Experience and skill in public speaking and presentations.
- Experience in developing and maintaining effective working relationships with multiple stakeholders to facilitate partnerships.
- Experience working in a team environment.
- Strong background in writing and developing technical assistance materials.
- Self-motivated, creative, detail-oriented, and energetic.
- Ability to work independently with minimal supervision.
- Organized and able to manage multiple projects simultaneously, with excellent attention to detail.
- Enjoys working with children.
- Familiarity or experience with Safe Routes to School programs and/or Metropolitan Planning Organizations is a plus.
- Experience with ArcMap, GIS applications, and Adobe InDesign is a plus.

ANNUAL SALARY

The position is a 37.5 hours/week and offers a starting annual salary in the range of **\$46,680 - \$55,435/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