



Job Summary: Urban Planner/Designer (Entry Level)

Agency is actively seeking an urban planner or designer with an interest in urban systems, physical planning and community engagement. We are looking for a team member who can synthesize data into clear ideas; use maps, diagrams, and imagery to tell a beautiful story; and help craft meaningful community engagement strategies. Projects range from regional plans to downtown/neighborhood plans to park and open space planning. Candidates with urban studies, urban design, architecture, or landscape architecture backgrounds are welcome!

The urban planner/designer role will rely on skills in visual communication, writing, and speaking, as well as abilities to map, analyze, and represent urban systems (demographics, land use, transportation, urban form, natural systems, etc). The urban planner/designer is expected to participate in client meetings and contribute to the production of a wide variety of materials such as reports, presentations, and creative community engagement activities and outreach materials. Strong skills in ArcGIS, Adobe Creative Suite, graphic communication, research, and writing are necessary. Graphic design skills are desired and digital modeling is considered a plus. We strive for diversity in every aspect of work and we encourage persons from all backgrounds to apply.

Job Responsibilities include:

- Contribute to planning studies for public clients across the country.
- Prepare graphic material, including diagrams, maps, graphs/charts, photographs, and other visualizations.
- Research, write, lay-out and edit studies, reports, and presentations.
- Coordinate and participate in presentations to internal and external groups.
- Develop interactive community engagement methods and synthesize/analyze feedback.
- Prepare quantitative and qualitative planning analyses and synthesize findings through graphs, infographics, maps, or other visuals and writing.
- Research and develop implementation strategies.
- Travel with teams to project sites across the country.
- Support internal firm operations through participation in an Agency Task Force.

Basic Qualifications

Candidates should meet the following qualifications:

- Enthusiasm for planning with public sector clients and community engagement, especially with underrepresented communities.
- Clear graphic communication and storytelling (informational graphics production; presentation layout, reports, and engagement materials; mapping and 2D diagrams).
- Strong written and verbal communication.
- Experience researching and synthesizing findings.
- Excellent organizational skills, the ability to meet deadlines, and attention to detail.
- Expertise in a range of computer software tools, including MS Office (Excel, Word, Powerpoint), ArcGIS, Adobe Creative Suite (Illustrator, InDesign, Acrobat).



- Willingness to take initiative, offer new ideas, and contribute to a team environment.
- Master's degree in planning, urban design, landscape architecture or a related field, OR a Bachelor's degree in planning or related field with a preference for at least one year of relevant experience. Work samples or Portfolio required.

Additional Desirable Qualifications:

- Experience working with underrepresented communities.
- Multilingual written and oral skills.
- Familiarity with 3D model software and/or AutoCAD
- Experience working in teams within a design or planning context.
- Experience with project pursuits (including proposal writing and research).

How to Apply

Please submit your application through the Job Application form at agencylp.com/contact.

Applications should include all of the following:

- Letter of interest
- Current resume
- Work samples and/or a portfolio that highlights visual communication and writing skills. Please describe your role in any group work included.
- Two references