



VANDEWALLE & ASSOCIATES INC.

ASSISTANT PLANNER – MILWAUKEE, WISCONSIN

Vandewalle & Associates is seeking a highly-motivated, confident, and self-reliant individual to support and help advance the growing work of our Milwaukee Office. Vandewalle & Associates is a community planning, urban design, economic positioning, and redevelopment consulting firm with offices in Madison and Milwaukee, Wisconsin. Over the past 30 years, the firm has assembled a team of experts in the art of shaping and reshaping Midwestern cities and landscapes to meet the challenges of our future. The firm's satellite Milwaukee office is focused on repositioning the coastal communities of the Great Lakes to prosper in the new economy by revitalizing and retooling urban economics, cities, and neighborhoods.

Vandewalle & Associates' services include community planning and growth management, regional and intergovernmental planning, urban revitalization and redevelopment, economic positioning, transportation planning, landscape architecture, urban and regional design, and ongoing project implementation. Work in the Milwaukee Vandewalle & Associates office tends to focus on urban infill/revitalization, brownfields redevelopment, and regional economic positioning for larger municipalities, regions, and corporations.

This Assistant Planner position supports the work of principals and project managers particularly in redevelopment, downtown revitalization, and economic development projects. The nature of the work requires a highly-organized, yet flexible individual who can think on their feet, take direction from several project managers, and work independently in a fast-paced environment. Specific work tasks can vary greatly throughout the day and often involve short turn-around times. Excellent time management and interpersonal skills with project managers and other project team members are essential.

Requirements of the position include: familiarity and interest in urban issues; alignment of professional goals with Vandewalle & Associates' mission; research and writing skills; project coordination, multi-tasking, and attention to detail; grant research, analysis, and proposal writing; report writing and document preparation; assistance with public participation programs; basic office management and administration; an energetic, creative, outgoing personality; self-directedness; and willingness and ability to travel to Madison and other areas.

Minimum educational requirements include a bachelors degree (masters preferred) in planning, economics, urban affairs, architecture, landscape architecture, geography, or related fields. Knowledge and some level of experience in urban planning, community development, redevelopment, economics, public finance, and/or geographic information systems is highly desired.

This position includes excellent benefits and advancement potential. Fax or email your resume and cover letter no later than October 5, 2011, to Jenny Kurt, Administrative Services Manager, Fax (608) 255-0814; jkurt@vandewalle.com.

Vandewalle & Associates is an Equal Opportunity employer.