

Assistant Planner

Development Concepts, Inc. (DCI) is seeking a full-time, entry level Assistant Planner to complement our dynamic team. DCI is a planning and development services company located in central Indianapolis, Indiana. We consult on high-visibility projects for public, private and not-for-profit clients. Our mission is to create innovative planning and development solutions that are both responsive to a community's needs, and are implementable. Recently completed projects include downtown revitalization and master plans, neighborhood in-fill projects, market studies, strategic economic development plans, and commercial / residential development plans.

This position is highly suitable for a person who wishes to be exposed to a wide range of planning and development related projects. The ideal candidate is one that is enthusiastic about the fields of urban planning, economic development and real estate development, and seeks an opportunity to learn and grow professionally. We are looking for a candidate that can work in a team environment, self-direct work flow and tasks, and show initiative.

Some of the primary responsibilities for this position include market and economic related research and analysis. However, the candidate for Assistant Planner will need to take on a broad range of tasks. This includes, but is not limited to; preparation of summary reports and PowerPoint presentations, drafting correspondence; and assisting with production of proposals and reports (editing, proofing, graphics layout, etc.)

Requirements for the position include;

- BA / BS, preferably in city / urban planning, economics, real estate or other related field.
- Working knowledge of Microsoft Word, Excel and PowerPoint.
- Experience working with spreadsheets and statistical analysis
- Good written communication skills
- Attention to Detail

Knowledge of software packages such as GIS or Adobe Creative Suite is desirable but not required. Professional demeanor; good work ethic; and strong interpersonal skills are also highly desired.

Please submit cover letter and resume to:

Human Resources
Development Concepts, Inc.
1236 E. 16th Street
Indianapolis, IN 46202

Email: dcidevelopment-concepts.com