



Position Announcement **Environmental Planner**

The Southwestern Illinois Resource Conservation and Development, Inc., (SWI RC&D) a 501(c)3 not-for-profit corporation, is pleased to announce the creation of an Environmental Planner position, located in Mascoutah, Illinois (metro St. Louis). This position will assist in working with local and regional entities in identifying and protecting agricultural, cultural, historic, and natural resources, as well as identifying greenway and recreational opportunities within southwestern Illinois.

Job Description:

This is a full time, permanent, entry to mid-level professional position directed towards the development of local and regional environmental analysis and planning, and related work. The selected employee will be responsible for working to develop environmental planning documents/tools such as environmental resource inventories, open space plans, farmland preservation plans, stormwater plans, greenway and recreation plans, and other potential products. Work involves interacting with community leaders and the public, researching and analyzing land use and environmental information, generating plans and other documents, assisting in the development of land use ordinances, and researching and providing resource and funding information to implement recommendations.

This position will involve participation in other projects of the Southwestern Illinois Resource Conservation and Development, Inc., including supporting documents to assist in the protection of open space, smart growth initiatives such as conservation subdivisions and low impact development, and other environmental projects. The position will rely heavily on Geographic Information System (GIS) technology/data, and will be responsible to continue the maintenance and development of a comprehensive regional environmental GIS data library. Coordination with SWI RC&D staff, other public agencies, non-profit organizations, the business community, and the public is integral to this position. Work is to be performed in accordance with well defined objectives and professional standards with the opportunity for independent judgment, subject to administrative and technical review by higher level supervisors while work is in progress and upon completion.

RESPONSIBILITIES:

- Assist in the development of project study needs, scopes and methodologies. Identify data sources and appropriate contacts for information and collaboration.

- Research and analyze local, regional or sub regional environmental conditions and policy needs, for preparation of environmental resource inventories, open space and farmland preservation plans, ordinances, regional greenway plans or other environmental management tools.
- Assist in research on and development of studies, documents, and plans relating to smart growth, as needed.
- Compile and integrate data for the preparation of maps using GIS, charts and graphics for use as working tools and for presentation.
- Assist with the coordination of advisory and steering committees for the preparation of studies and plans.
- Prepare written text for reports and plans and present study and research results to public and private sector representatives.
- Participate in larger SWI RC&D projects to bring environmental perspectives and information to the projects, as required.
- Support and maintain regional GIS data library.
- Perform related work, as required.

QUALIFICATIONS:

- Knowledge of the principles, practices and objectives of community and regional planning and principles of smart growth.
- Knowledge of the factors involved in environmental planning including principles of open space and farmland needs analysis and planning, greenway planning, land preservation techniques, natural resources planning, water quality analysis and planning, and Phase II stormwater requirements.
- Knowledge of principles and practices of geographic information systems, including ESRI products.
- Ability to independently secure and analyze facts through research, interviewing and investigation; to prepare alternatives, think creatively, and exercise sound judgment in arriving at conclusions.
- Ability to present results of projects effectively in oral, written and graphic form.
- Availability to attend evening meetings in client communities, as needed.
- Ability to establish and maintain effective working relationships with associates, state, regional and local officials, and the general public.

Experience:

A masters degree in urban, environmental or resource planning, with major course work in discipline and applicable to environmental planning is preferred. An equivalent combination of education and professional experience in a discipline applicable to environmental planning will be considered.

Application Process:

Interested applicants should submit the following for consideration:

- Resume, not to exceed three pages

- References (minimum of three), not to exceed one page
- Cover Letter, not to exceed two pages, which includes specific responses to the following questions:
 - Why you are interested in working for a nonprofit organization?
 - Why have you chosen to specialize in environmental/resource planning?
 - Which of the above-referenced qualifications are your strengths?
 - Which of the above-referenced qualifications are you weakest in?
 - Where do you see yourself professionally in five years?
- Applicant may submit examples of up to three representative projects that they have led, or had a significant impact upon. Examples should include up to one page (per project) of text, describing the overall project, as well as your specific contribution to the project, as well as up to two graphics (per project). Graphics should be no larger than 11" x 17".

The above-referenced information may be submitted for consideration in the following format(s):

1. Information may be submitted via email in a total file size not to exceed 5mb. Attachments should be clearly labeled as resume, references, cover letter, Project Narrative(s), Project 1 Graphic, Project 2 Graphic, etc.
2. Information may be submitted in paper format to: Southwestern Illinois Resource Conservation and Development, Inc., 406 East Main Street, Mascoutah, Illinois 62258. (Please include a CD of all information along with your paper submission.)

Position will remain posted until filled. Qualified candidates will be contacted for further consideration. SWI RC&D is an Equal Opportunity Employer.