



JOB OPENING

Community Planner / Project Manager

Position Overview

Burton Planning Services is looking for a self-motivated individual who is interested in being part of a dynamic team and helping to grow a small business. For the available position, we are looking for a person to manage community planning and zoning projects for the company, including conducting marketing and managing a project team as detailed below.

Job Duties

1. **Business Development** – lead marketing efforts for community planning and zoning projects, including developing new clients, collaborating with existing clients, and preparing proposals.
2. **Project Management** – on assigned projects, conduct project management efforts, including schedules, budgets, client communication, and staff coordination.
3. **Project Work** – complete assigned project tasks on related projects, including community planning studies, land use plans, neighborhood and area plans, zoning code updates and re-writes, and other types of projects based on the individual's skillsets and interests.

Experience & Skill Requirements

- Minimum 5 years of experience.
- B.S. or higher degree in city and regional planning or related field.
- Background in community planning and zoning.
- AICP preferred.
- Experience in project management.
- Ability to use Microsoft Office products; Adobe Creative Suite experience is preferred.
- Interest in working in and growing a small company.
- Willingness to learn new skillsets and assist staff with other work as needed.
- Ability to work independently and self-motivate; organized and can multi-task.
- Access to valid driver's license and personal transportation, as needed.

Position Details

- Hours: negotiable, Part or Full-time
- Starting Pay: negotiable based on experience level
- BPS Support: hardware, software, insurance, expenses, training, etc.
- Location: flexible; opportunity to work from home/remotely.
- Company benefits: Federal holidays & paid time off; Retirement plan with company match; Annual performance bonus; Cell phone/internet stipend; and Professional business coaching

About BPS

We are a small firm that customizes and builds our services around our employees. Our employees work flexible schedules, and they typically work from home with in-person meetings or work sessions at BPS headquarters – or a local coffee shop – whenever needed. We are looking for people who like that flexibility and also find the type of work we do to be meaningful. Our employees have the opportunity to spearhead the types of services they are most interested in so they can take ownership over their work. Our goal is that everyone thrives personally and professionally as an employee of BPS.