Job Description – Graduate Planner / Urban Designer

Job Responsibilities

Pennoni is currently seeking a Graduate Planner / Urban Designer to assist on multi-discipline projects including public and private site developments. The position will primarily support staff and project-level planners in all aspects of projects. Responsibilities include:

- Review of local municipal ordinances.
- Perform as Project Manager on limited basis to select small scale projects along with Task assignee on other projects as assigned by PMs.
- Prepare evaluation criteria of Municipal Planning review letters/documents.
- Execute zoning, land use and urban design evaluation to assist PMs.
- Prepare planning reports for municipal application review and project work as needed per project contract.
- Plan and facilitate public participation events to formulate and develop land use or community plans.
- Prepare design guidelines for open space, building form, project review and site planning.
- Conduct field investigations / site visits to compile and analyze data on factors affecting land use.
- Assist PMs with site plan review.
- Develop massing plans and urban design concept graphics.
- Prepare templates for various planning documents and execute plans with these templates.
- Assist team with marketing proposal writing.
- Attend limited night meetings or public engagement events if required for project.

Required Attributes

- Required education: Degree in Planning or Architecture.
- Minimum years of work experience: 0-5.
- Computer Skills: MS Word and Excel, AutoCAD, Adobe Suite, and GIS.
- Ability to work in a team environment with minimal supervision.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to prioritize and manage tasks effectively.
- Excellent organizational skills.

Preferred Attributes

- Certified Planner (AICP) Certification preferred
- Experience in land development, planning, or urban design