**Alchemist CDC**

**Planning and Community Development Specialist**

**Job opening**

**Description:** The Planning and Community Development Specialist position for Alchemist CDC is 25% FTE (10 hours/week), with potential for growth. The Planning and Community Development Specialist will report to the Land-Based Programs Director and work closely with him in guiding projects through the acquisition/access, building and subsequent implementation phases. In addition, the Planning and Community Development Specialist will develop data tracking systems, and assist the Director to establish and carry out best practices for Alchemist CDC projects including, but not limited to: strategic planning for projects, community engagement process, volunteer retention and outreach, and partnerships with regional stakeholders.

**Tasks:**

* Assist the Land-Based Programs Director in identifying and creating strategies for new and existing projects, and assist with the process of securing site plan/design/use permits, identify regulatory compliance issues, research and recommend appropriate tradespeople/companies for project build-out and implementation. ~ 50%
* Create process documents, build data and volunteer tracking systems, develop metrics to demonstrate project and programmatic progress for annual reporting and funding opportunities. ~ 25%
* Manage volunteers/interns ~ 10% or as needed
* Assist in event planning, fundraising, general organizational capacity building tasks ~10% or as needed
* Represent the organization at meetings and conferences. Assist the Director with outreach/communication/posters/white papers, etc. ~ 5% or as needed

**Qualifications:**

* Pursuing or completed Master’s in Community Development, Public Health, Urban Planning, or related field; OR Completed a Bachelor’s Degree in one of the above areas of study and 1 year of experience working in a related field/capacity; OR three years of experience in equivalent/related field/capacity.
* General knowledge of land use and planning principles
* Experience working as a liaison and attention-to-detail in monitoring regulatory issues
* Experience in community engagement and working with diverse stakeholder groups
* Familiarity with non-profit work environment and positive, community-oriented individual
* Self-starter and ability to work well independently, or in groups
* Good time management skills. Must be able to work some nights and weekends.

**Wage: $17/hour, 10 hours/week ($8840 annually). Partial telecommute combined with on-site community work.**

**Start Date:** Immediately

**To Apply:** Submit resume, cover letter and three professional references in Word or PDF format to: Davida@alchemistcdc.org