

## Neighborhood Planner

Tri County Community Action (TCCA) is seeking a motivated, organized, outgoing, confident, and relationship-driven Neighborhood Planner responsible for coordinating community planning processes and data collection, analysis and reporting to support targeted neighborhood revitalization strategies.

### Here's what being a Neighborhood Planner looks like. You will...

Produce planning reports, policy papers, data analyses, return on investment, and drafting position statements and other research documents, as required.

Recommend, initiate, plan, and execute research projects under the guidance of the Revitalization Manager.

Use project scheduling and control tools to monitor project plans.

Attend, facilitate, present, and coordinate logistics, collateral materials, and displays for public or community meetings or forums.

Develop strategic actions and implementation steps related to community plans.

Collaborate with community residents, nonprofit organizations, government officials, elected representatives, business leaders, and faith communities to accomplish community objectives.

In cooperation with Revitalization Manager, assist with fundraising efforts including sponsorship opportunities, budgeting expenses, and completing grant reports.

**And here is what you'll need:** Bachelor's Degree in related field (etc. Community Development, City/Regional Planning, Public Policy) or 3-4 years experience in community planning; or equivalent combination of the two.

Demonstrated experience working with diverse neighborhoods to address social equity issues. Intermediate knowledge of database/spreadsheet/GIS software. Act 33/34 and FBI clearances (upon offer of hire), along with a valid Pennsylvania driver's license, current insurance, and daily access to reliable transportation.

Bilingual English/Spanish preferred.

**This is a full time position with a 35-hour work week and a starting salary of \$36,400, plus a generous benefits package.**

**This position will be both indoor / outdoor and thus, exposure to weather conditions and temperatures will occur.**

### Interested and think you'd be a great fit for our team?

**Submit your resume & cover letter to**

**Tri County Community Action c/o Human Resources**

**1514 Derry Street, Harrisburg, Pennsylvania 17104**

**or via e-mail: [Careers@cactricounty.org](mailto:Careers@cactricounty.org)**

*Please include your approach to community development in your cover letter*