

**Eastgate Regional Council of Governments (Eastgate)**  
**Position Description**

Eastgate, a Regional Council of Governments and Metropolitan Planning Organization, is seeking a full time Planner to contribute to the development of a variety of community and regional planning work including but not limited to comprehensive, strategic, and implementation plans. The Planner will work in a team environment with staff members from various disciplines and will be responsible for performing a range of community and comprehensive planning functions. The employee will be supervised by the Director of Planning and Development.

Tasks associated with this position may include, but are not limited to:

- Collecting, analyzing, and synthesizing data for comprehensive plans.
- Project development.
- Writing sections of reports, planning documents, and other related documents. Developing strategic actions and implementation steps.
- Assisting with public engagement, outreach activities, and implementation of comprehensive goals, objectives, policies, strategies, and projects.
- Working in a team environment with staff members from various disciplines and communities. Coordinating with elected officials, policymakers, administrative staff, planning commission members and other authorities.

Requirements:

- Master's Degree from an accredited college or university in urban planning or related field, or ten years of practical experience in planning.
- Understanding of the Metropolitan Planning Organization process.
- Knowledge of the planning process including land use and capital investment requirements. Skills at time management to meet the needs of a variety of projects and deadlines.
- Ability to work on project teams, with the role varying by project.
- Strong writing capabilities, both technical and general language for the public.
- Experience in writing to include grant writing.
- Proficiency in standard office computer applications and software including MS Word, Excel, and PowerPoint are required.
- Public speaking to include graphic communication and presentations.

Compensation:                 \$60,884-\$76,955/year depending on experience  
  Paid vacation leave, sick leave, and holidays

Interested candidates should send resume, and cover letter to:

James G. Kinnick, P.E. Executive Director  
Eastgate Regional Council of Governments  
100 East Federal Street, Suite 1000, Youngstown, Ohio 44503  
ATTENTION: Lisa Pompeo, Office Administrator

Position open until 4:00 PM, August 15, 2022

***The Eastgate Regional Council of Governments is an Equal Opportunity Employer***