



Community Planner - Place-Based Focus

ABOUT THE ORGANIZATION

The Center for Planning Excellence (CPEX) is a unique non-profit planning organization that provides planning and policy services, drives cross-agency and collaborative statewide planning initiatives and guides urban, rural, and regional planning implementation in Louisiana. We provide best-practice planning models, innovative policy ideas, and technical assistance to individual communities that wish to create and enact a broad spectrum of plans, including master plans and those dealing with transportation and infrastructure needs, environmental issues, and healthy community design. CPEX brings together community members and leaders from across the state and provides guidance as they work toward a shared vision for future smart growth and sustainable development. CPEX continues to be on the cutting edge of climate, resilience, and healthy community design in Louisiana.

ABOUT THE ROLE

CPEX is seeking a **Community Planner** to join our collaborative team dedicated to shaping vibrant and resilient communities across Louisiana. In this role, the Community Planner will be leading a place-based effort to support positive change in North Baton Rouge, which has suffered from historic and systemic disinvestment. The Community Planner will support and track progress on the implementation of the Southern University Master Plan and the Scotlandville Strategic Plan and will lead CPEX's role in supporting the Plank Road Community Land Bank and Trust. Through partnership building, collaboration and deep knowledge of community issues, the Community Planner will seek opportunities to align CPEX's support to advance community priorities. To accomplish this work, the Community Planner will collaborate internally with landscape architects, community planners, and policy experts and externally with elected officials, partners, nonprofits, community leaders, and residents. The Community Planner will play an integral role in the conceptualization, design, and implementation of innovative planning solutions that positively impact North Baton Rouge and other communities throughout the state. The ideal candidate is a proactive, experienced, and versatile planner who is energized by variety and committed to quality.

PRIMARY RESPONSIBILITIES

Planning

- Collaborate with cross-functional teams on planning projects, including affordable housing initiatives, campus master planning, master planning, conceptual site design, community visioning, and developing strategic initiatives to advance policy priorities.
- Provide key support in the development and execution of community outreach and engagement activities.
- Collect and analyze statistical data, preparing reports and maps on various planning-related topics (e.g., census information, land use, tax base data, and occupancy rates)
- Assist in producing presentation materials and technical documents.
- Ensure that project planning and execution align with CPEX's commitment to diversity, equity, and inclusion.

Project Management

- Depending on your role in a given project, manage up or down to ensure effective project management and execution.



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- Develop project plans outlining tasks, timelines, and milestones for planning projects.
- Coordinate with team members to ensure all project components are well-defined and align with the overall project goals.
- Ensure team adherence to quality control measures that maintain the accuracy and consistency of planning documents and materials.
- Coordinate or support regular team meetings to discuss project progress, address challenges, and ensure everyone is aligned with project objectives.

Cross-Organizational Support

- Conduct research on community planning design issues, identify best practices, and analyze relevant funding programs and policies.
- Contribute to policy recommendations, white papers, and reports based on research findings.
- Assist in identifying funding opportunities and participate in the preparation of project and grant proposals.
- Participate in regular staff and board meetings, events, and retreats.

DESIRED SKILLS AND QUALIFICATIONS

The following skills and qualifications represent our ideal candidate. We encourage potential candidates to apply even if they do not meet all below criteria.

- **Experience:** degree in Planning, Landscape Architecture, or a related field and 5-7 years of experience in planning or a related field
- **Planning Capabilities:**
 - Proficiency in Microsoft Office suite, Adobe suite, and Google Workspace.
 - Knowledge of the principles, practices, regulations, and laws of land use, planning, development, subdivisions, and zoning Louisiana-specific knowledge, or the ability to quickly acquire it, is preferred.
 - Familiarity with principles of land management, environmental issues, economics, technical research, and statistics.
 - Ability to be flexible in customizing planning approaches to meet a variety of community issues and needs.
 - Ability to write clear, compelling, and customized plans.
 - Ability to center equity in all planning activities.
 - Experience planning in communities that have experienced historical disinvestment.
 - Experience in coalition building, collaboration and partnership development.
- **Project Management and Collaboration Capabilities:**
 - Ability to multitask, maintain a high level of attention to detail, and balance big-picture goals and project specifics.
 - Experience managing complex projects with multiple team members.
 - Experience working with diverse populations and underrepresented groups preferred.
- **General:**
 - Desire to continually learn evolving areas of planning and best practices.
 - Excellent verbal and written communication skills.
 - Excellent communication and meeting facilitation skills.

ADDITIONAL DETAILS



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- **Location:** CPEX's office is located in downtown Baton Rouge and offers a flexible work environment. After an initial fully-in-office period, CPEX employees may work some days remotely as the role allows. The successful candidate will be expected to regularly attend community based events and meetings in Baton Rouge. Travel to New Orleans, and around Louisiana may also be required. This work will include some evening and weekend events.
- **Salary:** Salary ranges from \$60,000 to \$80,000, with the potential for higher compensation for candidates with more experience or certification. CPEX offers a competitive benefits package.
- **Application Requirements:** Applicants must submit a resume and cover letter to ksalvatore@cpep.org. Applicants must be authorized to work in the U.S. Qualified candidates will be invited for virtual or in-person interviews on an ongoing basis until the position is filled.

We are excited to add a new member to our team to bring fresh knowledge and energy to our work helping Louisiana communities shape Louisiana's future!

Diversity, Equity, and Inclusion at CPEX

CPEX is committed to advancing diversity, equity, and inclusion and we aspire to do so intentionally, in every aspect of our work. We recognize that sustainable prosperity and community resilience cannot be realized in the absence of equity and inclusion for all Louisiana residents, and we strive to lift all voices in our efforts to ensure that all Louisianans are included in the decisions that impact their communities, region, and state.