

**Position: Assistant Planner OR Community Planner/Designer**

**Status: Full-time**

**Reports to: Director of Planning**

### **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 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.

### **POSITION OVERVIEW**

**CPEX seeks an Assistant Planner or Community Planner/Designer** to work with our team of landscape architects, community planners, environmental scientists, and policy and communication experts. The ideal candidate will be comfortable working in a collaborative, dynamic, and mission-driven environment.

#### **Duties:**

- Contribute to planning projects, including master planning, conceptual site design, community visioning, and developing strategic initiatives to advance policy priorities.
- Support the development and execution of community outreach and engagement activities.
- Contribute to policy recommendations, white papers, and other reports based on research findings.
- Collect and analyze community 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.
- Develop and maintain relationships with partners and clients.
- Assist in preparing project and grant proposals.
- Conduct research on community planning design issues, identify best practices, and analyze relevant funding programs and policies.

#### **Desired Skills/Capabilities:**

- Excellent critical and strategic thinking skills
- Excellent verbal and written communication abilities
- Proficient in Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Proficient in ArcGIS
- 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 customize planning approaches to meet a variety of community issues and needs

Qualifications:

- Degree in Landscape Architecture, Architecture, Urban Design, Planning, or related field.
- Passionate, driven, and caring about land use, urban design, equity, climate change adaptation, and improving places through planning
- 0-5 years of related experience

This is a full-time, salaried position with benefits and competitive pay in a flexible work environment. 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!

**ADDITIONAL DETAILS**

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. As a CPEX employee, the successful candidate will be expected to participate in some CPEX workshops and events, occasionally on evenings and weekends with advance notice.

Compensation: Full-time, salaried position with a competitive benefits package.  
Salary range: \$45,000 – \$70,000, commensurate with experience.

Application Requirements: Applicants must submit a resume, cover letter, and portfolio (if relevant) to Joni Hammons at [jhammons@cpex.org](mailto:jhammons@cpex.org), and must be authorized to work in the United States. Qualified candidates will be invited for virtual or in-person interviews on an ongoing basis and the position will remain open until filled.

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. CPEX is committed to integrating DEI into the fabric of our organization and our work, from our internal culture to how we partner with communities, to how we use our resources, and we are continually seeking ways to expand our impact and improve our performance on these measures. A successful candidate will be equally committed to these goals and values.

*CPEX is a non-profit organization that coordinates urban, rural and regional planning efforts in Louisiana. We provide best-practice planning models, innovative policy ideas, and technical assistance to individual communities that wish to create and enact master plans dealing with transportation and infrastructure needs, environmental issues, and quality design for the built environment. CPEX brings community members and leaders together and provides guidance as they work toward a shared vision for future growth and development.*