

Hudson Valley Pattern for Progress - Job Description

Junior Research Planner

Hudson Valley Pattern for Progress ("Pattern"), the Hudson Valley's premier planning and research organization is seeking a Junior Research Planner to assist with a multitude of projects including the two current signature initiatives - the Urban Action Agenda (UAA) to revitalize 25 selected urban centers of the Hudson Valley and a regional economic study project that seeks to identify new strategies for economic growth within 7 counties in the Hudson Valley. The Junior Research Planner will also assist in regard to Pattern's ongoing work in housing through the Center for Housing Solutions and its current infrastructure research work. The Junior Research Planner may also assist on contracted research work and as a member of the overall team at the regional nonprofit think tank

REQUIRED EXPERIENCE:

The successful candidate will have a Master's degree in urban studies, planning or a related field. Candidates should possess proficiency in standard computer applications (Office). Knowledge of and skills using ESRI software, including ArcGIS for Desktop, and the ability to apply these skills to research and analysis are also highly desirable.

Candidates should be equally comfortable working as part of a team and independently, including being in the field. In addition, the candidate should possess strong written and oral communication skills; some analytical and organizational abilities; ability to meet deadlines; demonstrated interpersonal skills and comfort in working with elected officials and senior government officials. At least some familiarity with the Hudson Valley is essential.

SPECIFIC DUTIES and RESPONSIBILITIES:

- Work independently and with direction from Pattern staff by collecting data related to land use, zoning, design, infrastructure, historic preservation, housing, demographics, economic development, crime, and education as well as other areas that are determined through research as it relates to each municipality
- Work on other projects as directed including the education initiative, infrastructure research, and others areas of focus as directed
- Work on Pattern's GIS needs including mapping, data collection and editing
- Work, as directed, to engage the public and municipal officials so as to gather community input through surveys, interviews or meetings
- Work with regional and municipal leaders under the guidance of Pattern staff

- Research, collect and analyze data; draft report sections and research briefs and draft recommendations
- Post and collect comments to social media and through traditional media so as to enhance the public's participation in the development of the planning and implementation components of the project as well as to raise the awareness of Pattern's activities
- Assist on press releases and with media contacts
- Learn and assist with website updates
- Have a willingness to engage in fundraising to support the organization
- Assist in the planning and preparation of events
- Have a willingness to assist on grant applications and grant research and tracking
- Have a willingness to work in a fluid environment which often requires addressing multiple initiatives and events at once

Salary: Dependent on qualifications

Benefits: Competitive Package

TO APPLY

Your submission package should include the following items:

- Resume
- 2 writing samples - one, a short memorandum and the other a longer example of research skills
- 3 references
- Salary and benefit requirements

Please send COMPLETE application package to:

Robin DeGroat
Hudson Valley Pattern for Progress
3 Washington Center, 2nd fl
Newburgh, New York 12550
rdegroat@pfprogress.org

To learn more about our work, please visit our website www.Pattern-for-progress.org

Hudson Valley Pattern for Progress is an equal opportunity employer. Individuals from diverse backgrounds are encouraged to apply