



CENTER *for* PLANNING EXCELLENCE

Center for Planning Excellence (CPEX) is a statewide non-profit planning organization whose mission is to bring people, culture, and planning together to make great communities happen. We are a team of driven, passionate individuals with diverse educational backgrounds and skill sets. Together, we champion the power of good planning to build livable, resilient communities throughout Louisiana through our work as policy advocates, educators, and planning experts.

CPEX seeks a Designer/Planner 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 fast-paced environment and seeking to build a career.

Essential Duties:

- Work with CPEX team on planning projects throughout Louisiana, including complete streets for rural communities projects
- Assist with and perform community outreach and engagement activities
- Collaborate and coordinate with project staff
- Produce presentation materials, documents and reports, including layout and graphics
- Assist with drafting technical and planning documents

Other Duties

- Plan and perform research on issues related to resilient development and complete streets; identify best practices and analyze relevant state and federal programs and policies
- Collaborate to create policy recommendations, white papers, and other reports based on research findings
- Integrate knowledge into ongoing projects and initiatives
- Assist with building partnerships with officials, other organizations, and stakeholders around climate change action, policy issues, resilience, and adaptation at all scales
- Provide planning and logistics for bringing together stakeholders and partners
- Assist with identifying funding opportunities and help prepare project and grant proposals

Needed Skills:

- Excellent verbal and written communication abilities
- Proficient in Adobe Creative Suite (InDesign, Illustrator, Photoshop) and ArcGIS

Desired Skills

- Experience with Complete Streets recommendations for individual amenities and network design
- Sketchup and AutoCAD experience preferred
- Able to work independently and remotely, Louisiana experience a plus
- Some Experience with data Analysis

Qualifications:

- Degree in Landscape Architecture, Planning, or related field
 - Passionate, driven, and caring about land use, urban design, equity, climate change adaptation, and improving places through planning
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- Experience working with diverse populations and/or underrepresented groups is a plus
- Work experience preferred

This is a full-time, salaried position with benefits and competitive pay in a flexible work environment. Applicants should submit a résumé along with a cover letter or writing sample, and portfolio to Kendall Keating at kkeating@cpep.org with the subject line “Planner/Designer Application.” The application period will close April 30th, 2021. Qualified candidates will be invited for an interview.

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 up 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.
