



Job Title: Environmental Planner
Location: Richmond Region Preferred
Salary Range: \$20/hour
Position Type: Part Time (up to 30 hours per week)
Deadline: Open until filled

Job Description

The Berkley Group seeks a qualified, self-motivated applicant to serve as an Environment Planner to assist senior staff in project delivery for locality and planning district commission environmental programs.

Primary functions include:

- Provide regular, reliable attendance necessary;
- Provide technical assistance and planning support to the local governments;
- Assist in the administration of the [Virginia Coastal Zone Management Program](#) (VCZMP) and [Chesapeake Bay Phase III Watershed Implementation Plan](#) (WIP) contracts;
- Attend meetings outside of regular working hours required, as necessary;
- Maintain organized files, accurate records, photos, databases, etc. ;
- Demonstrate initiative to achieve work objectives, make decisions, and take responsibility according to level of training and authority;
- Work collaboratively to grow team capacity and capability;
- Assist other personnel and departments as needed; and
- Perform other duties as assigned.

Skills & Qualifications

Aptitude for or experience with current and long-range planning activities and environmental management practices as applicable to the Commonwealth of Virginia; ability to gather and interpret technical and statistical information and prepare technical reports; ability to establish effective working relationships with local staff, regional partnership staff, state agencies, the public, and other stakeholders; ability to read and interpret local, state, and federal regulations; strong verbal and written communication skills; proficiency in GIS.

Education & Experience

Graduation from an accredited college or university with major course work in planning, public policy, or a field related to urban planning, community development, or public administration with an emphasis on environmental management.

Submit a cover letter, resume, and three professional references to Denise Nelson at denise@bglc.net.

The Berkley Group is an Equal Opportunity Employer