

**Position Title:** Resilience Coordinator

**Status:** Salary, Non-Exempt, Full-time (40 hours per week)

**Location:** Lebanon, New Hampshire – office and/or remote work – requires travel to project municipalities within New Hampshire

**Salary Range:** \$58,000 - \$63,000 annually based on skills & experience. Benefits include a health care plan at no cost to employees, vision and dental plan, 2% retirement contribution and up to 6% retirement match (for a maximum total employer contribution of 8%).

**Posting Date:** July 10, 2024

**Start Date:** ASAP

**To Apply:** Submit a cover letter, resume or CV, and references to [info@uvlsrpc.org](mailto:info@uvlsrpc.org).

**Application Deadline:** Applications will be accepted until the position is filled. UVLSRPC will be reviewing applications as they arrive.

### **About the Organization**

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) is one of nine regional planning commissions in New Hampshire. Serving primarily rural communities, UVLSRPC acts as a liaison between local and state/federal governments to provide advisory technical assistance. Our RPC promotes intergovernmental collaboration and coordination. Staff at the RPC work in all planning sectors, including comprehensive planning, land use regulations, transportation planning, natural resource inventories, community/economic development, public participation, affordable housing, and hazard mitigation planning.

### **Position Description**

The Resilience Coordinator position is an essential part of our Team. The position offers opportunities to work directly with municipalities. The Resilience Coordinator's objective is to add additional capacity to the region's transportation and climate burdened municipalities to support project development of flood resilience projects along the transportation system. Tasks include: public and stakeholder outreach and engagement, data collection and assessment of vulnerable areas, networking and coordinating with engineers and State DOTs, targeted priority projects that increase equity and cross-sector benefits, guide and support municipalities through the resilience planning process, connect municipalities together, share in peer-learning across the region and states, identify potential funding streams for roadway improvements, advance infrastructure projects to "shovel-ready", and additional technical assistance to help municipalities become more resilient.

## What are we looking for?

UVLSRPC is looking for an energized individual that is willing to learn and support multiple projects at once. We are looking for an individual ready to learn and support a variety of different rural municipalities in flood resilience planning and project development along local and regional transportation networks. This individual will be expected to work with other staff and independently on various tasks.

## Preferred Experience

Bachelor of Arts/Science in planning, public administration, community development, environmental science, environmental studies, transportation planning or related degree preferred. 3 years of work, or volunteer experience in planning, community development, transportation, or climate resiliency. **UVLSRPC provides training and professional development opportunities for all employees.**

## OR

Master of Arts/Science in planning, transportation planning, public administration, environmental studies or related degree or subject area. One year of related professional work experience in planning, municipal government, community development, transportation, or climate work. Volunteer experience in planning, community development, municipal government, climate resiliency, or transportation may substitute for the preferred work experience. **UVLSRPC provides training and professional development opportunities for all employees.**

## Skills/Knowledge

- Knowledge of planning principles and practices applications
- Knowledge of qualitative and quantitative research and data collection methods and practices, especially those related to watershed management and community infrastructure
- Knowledge of climate change modeling and predictions
- Knowledge of the procedures and professions involved in flood resilience planning as well as the installation/maintenance of related public infrastructure
- Interest in regional or rural planning and other topics (transportation, land-use, economic development, housing, environment, hazard mitigation)
- Ability to effectively communicate with elected officials, staff, volunteers, and the general public
- Ability to understand and respond to communities' interests and needs in ways that foster trust and constructive problem solving among diverse stakeholders.
- Ability to prepare well-written reports for publication and presentation
- Ability to find and evaluate funding options for infrastructure projects
- Interest in grant writing

- Ability to work independently, within teams, on multiple projects simultaneously, and meet deadlines
- Ability to facilitate problem solving and build consensus among different stakeholders
- Knowledge of Microsoft Office tools and related software tools for analysis and communication. Familiarity with spatial analysis and engineering software is preferred.
- Effective project management and organizational skills
- Commitment to diversity, equity, inclusion, and justice
- Ability to generate social media content and outreach materials

### **Responsibilities**

- Assist with all stages of planning development, including, but not limited to, data collection, analysis, synthesis, visioning, and creating formal plans and studies
- Assist with project development of infrastructure projects
- Assist with the collection of transportation and flood related data including stream crossing and culvert assessments, surveys and analysis, and public events.
- Assist with the organization of plans, reports, and analyses to municipal boards, commissions, and the public
- Assist with the preparation of grant applications to implement new projects and studies
- Provide technical assistance with project development
- Communicate effectively in peer-learning opportunities and training municipal staff

*Upper Valley Lake Sunapee Regional Planning Commission is an Equal Opportunity Employer.*

*Upper Valley Lake Sunapee Regional Planning Commission does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, gender, or disability in our programs or activities.*