

## JOB ANNOUNCEMENT

**Title:**

Planner II – Environment & Resilience  
Central Pines Regional Council  
Durham, NC

**Who We Seek:**

We are seeking a dynamic, passionate individual with excellent interpersonal skills, adept time management and project management skills, keen interest in continuous learning analyzing transportation & environmental data to join the Environment & Resilience Team at Central Pines Regional Council (CPRC). The role will support a variety of CPRC programs emphasizing Triangle Clean Cities and the Triangle's Transportation Demand Management Program. Visit <https://www.trianglencleancities.com> and <https://www.centralpinesnc.gov/mobility-transportation/triangle-transportation-choices> for more information.

**Purpose:**

As a Planner II at CPRC, you will join our diverse Environment & Resilience Focus Area team, supporting the transportation lead in alternative fuel transportation programs while collaborating with the Environment and Resilience Focus Area to build holistic solutions for our stakeholders. You will be a crucial part of the team, promoting alternative fuel adoption (including Electricity, Biodiesel, Compress Gas, Hydrogen) fostering relationships, evaluating the success of single-occupancy-vehicle reduction programs, and ensuring our outreach efforts make an impact in reducing transportation emissions.

**Duties & Responsibilities:**

- Collaborate with internal teams, program grantees, funders, and external stakeholders.
- Provide thought leadership guidance in fleet electrification to municipalities and private fleets.
- Plan, coordinate, and facilitate Triangle Clean Cities-related meetings.
- Develop alternative fuel educational materials with actionable step-by-step toolkits.
- Support workforce development efforts in North Carolina and the Southeast.
- Maintain clear communication with internal and external stakeholders.
- Manage program website and social media platforms
- Track funding opportunities, industry news, and trends in alternative fuels.
- Compile and review reports, coordinate with stakeholders, and develop necessary materials.
- Perform data analysis on transportation-related emissions reductions.
- Approach all tasks with a lens of diversity, equity, and inclusivity for both internal and external stakeholders/customers while exhibiting the organization's core values of integrity and trustworthiness, excellent customer service, well-informed leadership, and a focus on solutions and results.

**Knowledge, Skills, & Abilities:**

- Record of accomplishment in alternative fuels, transportation policies, decarbonization pathways, equity, air quality, and sustainability.
- Proficiency in quantitative analyses of large datasets, trend analysis, and presenting results to funders and stakeholders. PowerBi background is a plus.
- Excellent oral and written communication skills; Spanish proficiency a plus.
- Experience in relationship management, strategic planning, metrics reporting, and visual communication.
- Familiarity with alternative fuels (biodiesel, ethanol, propane, natural gas, hydrogen).
- Capacity to handle various tasks including research, drafting plans and reports, and grant administration.
- Physical ability to occasionally lift boxes weighing 20 lbs. or less.

**Education & Experience:**Required:

Minimum 2-3 years of experience leading environmental data analysis, policy and/or grant administration at the municipal, county, or regional level and a bachelor's degree or higher in sustainability, environmental management, environmental policy, planning, or related field.

A master's degree may be considered in lieu of experience at the hiring manager's discretion. The ability to manage multiple projects concurrently as well as effective communication and analytical skills are essential for success in this role.

This position is eligible for a hybrid work agreement, with many of the required job functions being suitable for remote work, however we recommend residence within commuting distance of our offices, at 4307 Emperor Blvd. Durham, NC 27703. This will allow the person who fills this role to be responsive to member government and team needs. It will require some local travel to build relationships with stakeholders and attendance at meetings in the office and other locations around the CPRC region, and occasionally out-of-region.

**Starting Salary & Benefits:**

Hiring range: \$59,709 - \$62,695

\*This position is eligible for a 5% increase after serving a 6-month probation period.

Benefits: CPRC offers a generous benefits package including paid vacation and sick leave; NC Local Government Employees' Retirement System; 5% 401(k) employer contribution; 100% employer-paid health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses, hybrid, and flexible work schedules.

**Our organization:**

CPRC is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. See the kind of work we do and learn

read more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at [www.centralpinesnc.gov](http://www.centralpinesnc.gov).

**How to Apply:**

Send completed application package (cover letter and resume) by email to [employment@centralpinesnc.gov](mailto:employment@centralpinesnc.gov) with the subject Planner II – Environment & Resilience

**Incomplete applications will not be considered. Position is open until filled; initial review of applications begins June 10, 2024.**

**All employment offers will be within the stated hiring range, with the earliest anticipated start date for this position being July 1, 2024.**

CPRC is an Equal Opportunity Employer and designated Best Workplace for Commuters.