**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, and keen interest in developing community resilience to natural hazards to join the Environment & Resilience Team at Central Pines Regional Council (CPRC). The role will primarily support a U.S. Department of Energy (U.S. DOE) grant but may collaborate on a variety of other CPRC programs as well. Visit [CPRC’s Environment and Resilience page](https://www.centralpinesnc.gov/environment-resilience) for more information on the broad work that we do.

**Purpose:**

As a Planner II at CPRC, you will join our diverse Environment & Resilience Focus Area team, supporting a regional resilience hub planning process funded by the U.S. DOE while collaborating with the broader Environment and Resilience Focus Area to build holistic solutions for our stakeholders. The planning process entails coordinating community engagement and technical building assessments in 18 facilities across 3 counties (Chatham, Orange, and Durham). You will be a crucial part of the team, coordinating with local governments and stakeholders, overseeing contractors, and providing technical support for resilience planning.

**Duties & Responsibilities:**

* Collaborate with internal teams, program grantees, funders, and external stakeholders.
* Provide thought leadership guidance in resilience hub planning.
* Plan, coordinate, and facilitate intergovernmental meetings.
* Track and report on grant progress to U.S. DOE.
* Maintain clear communication with internal and external stakeholders.
* Organize and collate data collected from community engagement workshops and technical assessments.
* Apply for continued funding to support on-going resilience efforts.
* Compile and review reports, coordinate with stakeholders, and develop necessary materials.
* 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:**

* Familiarity with building electrification, solar, and battery storage.
* Proficiency in public speaking, training deployment, and community engagement in both urban and rural settings.
* Excellent oral and written communication skills; Spanish proficiency a plus.
* Experience in relationship management, strategic planning, metrics reporting, and visual communication.
* Familiarity with the concept of resilience hubs.
* 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 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 require 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 is a one-year grant funded position with the possibility of extension based on availability of additional funding.

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 with the subject Planner II – Environment & Resilience

**Incomplete applications will not be considered. Position is open until filled; initial review of applications begins February 17, 2024.**

**All employment offers will be within the stated hiring range, with the earliest anticipated start date for this position being March 17, 2025. Start date is dependent on contract finalization with U.S. Department of Energy.**

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