

**POSITION DESCRIPTION**  
**Assistant Planner**  
**Vandewalle & Associates**  
**Madison, Wisconsin**

Our mission driven planning, design, and economic development firm is seeking an Assistant Planner to support a variety of planning, redevelopment, economic development, and related projects. We are one of the largest independent planning firms in the Midwest, with offices in Madison and Milwaukee, Wisconsin, focused primarily on clients throughout the Great Lakes and Upper Midwest. Over the past 40 years, Vandewalle & Associates has assembled a team of experts in the art of shaping Midwestern communities. We are passionate about helping our client communities meet the challenges of our future, and the right candidate will share this enthusiasm and embrace the tremendous opportunity to both learn from and contribute to this exceptional team.

This position will be based in our Madison office, with flexibility to work remotely within the general Madison area once onboarding has been completed. Occasional travel to client communities, including overnight stay, may be required.

**Responsibilities:**

This position supports the work of several project managers on an evolving range of projects such as downtown, neighborhood, and riverfront revitalization, planning and economic development within underserved communities, adaptive reuse of industrial buildings, brownfields, and unique economic development strategies in areas such as healthy cities, advanced manufacturing partnerships, and emerging clusters. Projects may also include comprehensive planning and planning for park and trail systems, transportation, school districts, and zoning ordinance development and providing on-call planning services for nearby communities.

**Minimum Qualifications:**

This position with the opportunity to grow quickly professionally while being mentored by our seasoned planners, requires a highly organized, flexible individual who can think on their feet, receive direction from several project managers, and work independently in a fast-paced environment. Excellent time management and interpersonal skills are essential in addition to:

- Excellent research and organizational skills
- Excellent written and oral communication skills, including ability to adapt communication/writing styles to different audiences
- Interest in project implementation, including supporting and maintaining project task lists and timelines
- Experience with quantitative-oriented tasks using spreadsheets and other tools
- Ability to learn quickly with flexibility to quickly adapt to new projects and opportunities
- Outgoing, client-focused, and creative personality

Candidates should have a degree in urban or regional planning or similar field and at least one professional internship or an equivalent combination of education and experience. Pluses for candidates include proficiency with Excel and quantitative and qualitative analysis, second language skills, and GIS.

This is a junior level position. Recent graduates, those graduating in the spring, and those with some experience are encouraged to apply.

This position is full-time with a competitive salary and benefit package.

Vandewalle & Associates stands in solidarity with voices against racism, supports diversity and inclusion, and strives for social and economic justice. Our team of experts in economic development, planning, and design is nationally recognized for the integrity and impact of our work with communities, neighborhoods, institutions, organizations, and companies to make positive change happen. More information on the company can be found at [www.vandewalle.com](http://www.vandewalle.com).

**How to Apply:**

For strongest consideration, resumes and cover letters should be emailed by Monday, January 16, 2023, to Nonna Anderson, Business Manager: [nanderson@vandewalle.com](mailto:nanderson@vandewalle.com).

Vandewalle & Associates is an Equal Opportunity Employer.

Nonna Anderson  
Business Manager