

## ASSOCIATE PLANNER

[Carlisle | Wortman Associates Inc.](#) (CWA) is a multi-disciplinary municipal services provider based in Ann Arbor, Michigan. CWA provides high-level planning and building department services to more than 80 municipal clients throughout the state of Michigan. CWA offers a wide range of services including on-site staffing; development review; master planning; zoning ordinance evaluation, amendments and administration; recreation planning; public meeting facilitation; and more. CWA is seeking qualified candidates to join our dynamic team.

### Description

This opportunity is for an **Intermediate Level Associate Planner** who will work closely with principals and other planners to provide services to our clients. Duties include master planning, development review, zoning ordinance development, community engagement, project management, and coordination with municipal Planning Commissions and other boards and commissions. This position requires a working knowledge of the Michigan Planning Enabling Act and the Michigan Zoning Enabling Act. Responsibilities will include attendance at evening meetings on a regular basis.

### Minimum qualifications include:

- Bachelor's degree in urban planning, Urban Design, Landscape Architecture, Public Administration, Public Policy, or related field. Master's degree is preferred.
- 3-5+ years of related experience is preferred.
- Knowledge using the Adobe Suite (InDesign, Illustrator, and Photoshop) and Microsoft Suite (Word, Excel, PowerPoint).

### Benefits:

- Compensation
  - Competitive Salary based on Qualifications and Experience
  - Significant Bonus Opportunities
  - Travel and expenses reimbursement
- Health/Dental/Optical Insurance with FSA available
- Life Insurance
- Paid Holidays
- Paid Time Off (PTO)
- 401(k) Plan with Employer Matching Contribution
- Training Opportunities
- Tuition & Continuing Education Reimbursement
- Hybrid Work Opportunities
- Professional Supportive Work Environment
- Other Benefits as Negotiated

**To Apply:** Qualified individuals should email a resume, cover letter, and portfolio of work/writing samples to:

[Carlisle | Wortman Associates](#)

Attn: Michael Radzik

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