



Community and Economic Development Associates Position Description:

Planning Associate

Community and Economic Development Associates (CEDA) seeks an individual to fill the position of Planning Associate.

Interested, qualified individuals may submit resume and cover letter to teri.root@cedausa.com

About the Organization--- CEDA was created in 1986 as a private, 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community & Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of Southeast Minnesota. The name change reflects CEDA's commitment to providing services to fit the needs of any rural community. CEDA provides onsite and/or project based economic and community development services to rural communities and counties in Minnesota, Iowa and Wisconsin currently. Our team brings with it over 150 years of collective development experience. For additional information about CEDA and the services we provide, check out our website at www.cedausa.com.

Position--- Planning Associate

Location--- Remote with occasional travel in Minnesota and Wisconsin (Travel is expected to be 2 - 3 times per month. Some occasional overnight visits, approximately 8 - 10 times per year).

Number of Openings--- 1

Hours--- Full-time

Reports to--- Planning Manager

Salary Range--- \$50,000 - \$75,000

Position Description--- This position will be responsible for the execution of work necessary to serve CEDA's Planning Department. Responsibilities could include (but are not limited to):

- Develop long range plans for communities and organizations including comprehensive plans, housing studies, broadband plans, and strategic plans
 - Assist in responding to requests for proposals
 - Identify community problems, issues, and opportunities
 - Conduct extensive research covering a wide range of urban planning topics and subjects
 - Collaborate with team members to provide solutions to common community development issues
 - Facilitate public engagement efforts using proven techniques
 - Use GIS based web apps, such as ESRI and ArcGIS to graphically depict data
 - Write and present formal and technical reports, working documents, and correspondence with communities
 - Attend occasional early-morning and evening meetings
 - Other duties as assigned

Qualifications--- CEDA is looking for a team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does. Applicant must have a valid driver's license and reliable means of transportation.

- Knowledge and Experience
 - Four Year Degree in Urban Planning, Community Development, Public Administration, or a closely related field
 - Two years of municipal, urban planning, or closely related experience

- Skills
 - Excellent Oral and Written Communication Skills
 - Excellent Public Speaking Skills
 - Experience with Microsoft Word, Microsoft Excel, and Canva
 - Detail Oriented
 - Self-Motivated
 - Ability to manage multiple projects and responsibilities at once
- Preferred Qualifications
 - Experience with GIS applications
 - Experience with land use/zoning
 - Experience with community outreach and/or public facilitation techniques

Non-Discrimination Statement

Community and Economic Development Associates (CEDA) is an Equal Opportunity Employer committed to creating a diverse workforce. We will not discriminate against any employee or applicant based upon characteristics protected by law. We welcome and encourage people of all life experiences and backgrounds to apply.