

Job Details / Description

Eastern Carolina Council of Governments (ECC), located in New Bern, NC, is seeking a qualified individual to fill a Community Planner position. ECC serves a nine-county region that has a land mass of 5,710 square miles and a population of approximately 644,000 people. As a member of ECC's small planning team, this position will be actively involved in a wide variety of planning work that will require working with local elected officials, staff members, and citizens on a regular basis. Position duties may include, but are not limited to:

- Drafting and amending land use controls, official maps, and various types of plans,
- Administering and/or supporting federal and state awarded grant projects,
- Providing GIS assistance for economic development, transportation, environmental, utility, and other planning projects, and
- Occasionally providing planning and zoning support to municipalities and counties

The ideal applicant will be a motivated individual with demonstrated leadership ability and excellent communication, writing, oral presentation, and organizational/time management skills. This position requires the planner to work on a variety of different tasks, often at the same time. This position requires a Bachelor's degree in planning or a related field. AICP certification is preferred, but not required. Applicant must have in-depth experience with GIS as well as municipal, county, and/or regional planning and zoning.

The Community Planner position requires traveling within ECC's nine-county region, attending some evening meetings, and occasional overnight travel. The position's work will be mainly conducted at the office, but will require travel to meetings of municipal, county, and regional entities. ECC values professional growth and development and therefore, supports opportunities to obtain and maintain professional certifications and attend planning conferences. Excellent benefits package including 401k and LGERS. Hiring range starts at \$44,361 with a maximum salary of \$65,536 DOQ.

How to Apply

Email completed North Carolina PD-107 application ([available online](#)), letter of interest and resume to Finance Director Jenny Miller at jmiller@eccog.org. Review of applications will begin December 20th and the application will remain open until the position is filled.

EOE (Equal Opportunity Employer)

About New Bern

ECC's office is located in the heart of downtown New Bern, NC. This scenic riverfront city is centrally located along North Carolina's coast at the union of the Trent and Neuse Rivers. Situated less than an hour from the state's Crystal Coast beaches, New Bern and the surrounding area provide plenty of outdoor recreation opportunities for boating, kayaking, fishing, and swimming. Hiking trails and camping grounds are conveniently located at the nearby 160,000-acre Croatan National Forest. Settled in 1710, New Bern is North Carolina's second-oldest colonial town and is filled with historic charm.