

Job Announcement

January 11, 2022

Planner – Full-time Term Position

The Two Rivers-Ottauquechee Regional Commission is seeking an energetic Planner as part of our team of professional staff. This is anticipated as a two-year term position, as it is partially grant funded. The potential exists for the position transitioning into permanent status. The Planner will be responsible for individual projects, especially working to bolster the creative economy, as well as assisting other professionals on a variety of existing projects. Job duties associated with the creative economy may include creating and presenting trainings, managing consultants, working with businesses, organizing events, social media, and collaborating with partner agencies. General planning duties include working with local officials on a variety of projects, primarily planning for land use, hazard mitigation, and transportation. Candidates must have excellent communication and interpersonal skills, proficiency with Microsoft Office, flexibility, a service-attitude, and a bachelor's degree in planning, business, marketing, or a related field. Experience in social media, training programs, business assistance, land use planning, transportation, or emergency management is also desired. Position requires a reliable vehicle and attendance at night meetings. Partial remote work is possible.

TRORC's service area is comprised of 30 towns in east-central Vermont with a combined population of 56,000. While most of the region is quite rural, we also have excellent recreational assets, very low unemployment and a variety of cultural and educational opportunities. TRORC's offices are beautifully located on a conserved farm on the outskirts of Woodstock, Vermont. More about TRORC can be found at www.trorc.org.

Starting salary is competitive, accompanied by an outstanding benefits package. Persons interested in applying should submit a cover letter, resume, writing sample, and three references by email to pgregory@trorc.org

Cover letter should be addressed to:

Peter G. Gregory, AICP, Executive Director
Two Rivers-Ottauquechee Regional Commission
128 King Farm Road
Woodstock, VT 05091

Position open until filled. TRORC is an equal opportunity employer.