



AGNEW  
::BECK

## Open Job Position: Associate Planner

### Position Overview

**Agnew::Beck is seeking motivated, passionate people interested in an Associate Planner position with our firm. This individual will work closely with a small team focused on a portfolio of community and Tribal engagement, and community, regional and organizational planning projects across Alaska.**

The Associate Planner position works under the direction of firm principals and project managers to provide planning services to communities, Tribal entities, businesses, nonprofit and other organizations, and local, statewide, and federal agencies. Depending on the needs of the client, the Associate Planner may directly engage in or support a wide range of activities including research, writing, interviews, data analysis, document creation, mapping and graphic concept development, business and feasibility planning, strategic planning and stakeholder engagement and facilitation. The Associate Planner will be asked and expected to work effectively across teams.

This position is based in Agnew::Beck's Anchorage, Alaska office and will work on projects and with teams located in Alaska and elsewhere.

**Please email a letter of interest and professional qualifications to [admin@agnewbeck.com](mailto:admin@agnewbeck.com) by April 29, 2022.**

### Firm Overview

Agnew::Beck is a multidisciplinary consulting firm based in Anchorage, Alaska and Boise, Idaho. Since 2002, we have worked toward our vision of **“thriving, equitable communities”** by working with and for our clients to strategically respond to challenges and opportunities they face. We are skilled in analysis, policy development, planning, public engagement, and project implementation. Our team is committed to effective and efficient project management. We work to build healthy communities locally, regionally, and statewide. “Engage, Plan, Implement” is our approach to helping people, organizations and communities get beyond ideas to make things happen.

By combining creativity and vision with practical implementation, Agnew::Beck helps clients accomplish short-term objectives and set out a clear path for long-term success. We are committed, passionate, and practical partners, working together to identify and tackle a project's most important issues with smart, effective solutions, and with community stakeholders at the center of the process.

Our offices are in downtown Anchorage, on G Street and 7<sup>th</sup> Avenue, and in downtown Boise at 8<sup>th</sup> and Bannock Streets. For more information about our company, please explore our website at [www.agnewbeck.com](http://www.agnewbeck.com).

### Minimum Education/Experience Requirements

The successful applicant will meet the following minimum requirements:

- Bachelor's degree in community planning, community and economic development, rural development, Tribal planning, and/or related fields.
- Two years of experience in relevant fields that reflects competency in some combination of communication, documentation, data management, research and analysis, technical writing, project management, stakeholder engagement, physical and human community planning and development.
- Experience and ability working directly with people from a variety of backgrounds and incorporating the perspectives of and considering policy and decision-making impacts on multiple communities, including

Alaska Native/American Indian populations and Tribal organizations, refugee and immigrant populations, Communities of Color, people who have experienced homelessness, people who have experienced trauma.

- A demonstrated understanding of systemic racism and colonization and their impacts on communities; a demonstrated commitment to continual self-education and increasing fluency to communicate effectively about racism and colonization and their effects; and a demonstrated commitment to dismantling them.
- Experience working with different communication styles.

## Knowledge, Skills and Abilities

The successful applicant will have the following knowledge, skills and abilities:

- Content knowledge in the firm's areas of practice.
- Strong skills in the following areas:
  - Research and analysis;
  - Verbal and non-verbal communication, including facilitation;
  - Writing and documentation (including Microsoft Word and Excel); and
- The ability to:
  - Quickly establish positive relationships and facilitate conversations;
  - Generate original documents and meet high standards of quality assurance;
  - Work at an efficient pace, organize work well and problem-solve;
  - Seek additional help/support when needed; and
  - Work both independently and as an active, engaged team member.
- The ability to travel within Alaska and other locations as needed and in accordance with current health and safety travel guidelines.
- Additional skills beneficial to this position include communications expertise; public health expertise; data analysis and/or visualization skills; experience with event/meeting planning; fluency in another language.

## Compensation and Benefits

- This full-time position works an average of 40 hours per week at a competitive pay (depending on experience) with opportunities for annual increases based on cost-of-living increases and individual performance at firm discretion. Our office hours are 8:30 am to 5 pm, with flexibility available on a pre-approved basis.
- Full-time employees are eligible for firm benefits including employer-contribution health insurance, paid time off, retirement contributions and additional professional development, health and lifestyle benefits.
- Agnew::Beck is committed to encouraging and supporting our employees' advancement. Firm funding is available to attend pertinent, quality trainings and conferences.