ASSOCIATE OR SENIOR PLANNER

West Central Wisconsin Regional Planning Commission
Eau Claire, Wisconsin

West Central Wisconsin Regional Planning Commission (WCWRPC) is seeking a motivated and capable planning professional to join our team as an Associate Planner or Senior Planner. This position offers an opportunity to work on a variety of community and economic development projects that make a meaningful impact on communities throughout West Central Wisconsin.

ABOUT WCWRPC:

WCWRPC is a seven-county, multidisciplinary planning agency located in Eau Claire, Wisconsin – a vibrant All-American City – responsible for assisting local governments with economic development, community development, transportation, housing, and comprehensive planning needs.

POSITION DESCRIPTION:

The successful candidate will assist with and/or lead a variety of planning projects that support local governments, communities, and regional partners throughout the region. Responsibilities include project management, research and analysis, technical assistance, community engagement, plan development, implementation activities, among others.

Projects may include comprehensive plans, outdoor recreation plans, housing studies, ordinance development, grant writing and administration, demographic and economic analysis, transportation planning, economic and community development efforts, and other special planning projects. The position will work directly with local officials, stakeholder groups, and members of the public to develop practical solutions to community challenges.

The position classification will be based on the candidate's qualifications and professional experience.

KEY RESPONSIBILITIES:

Prepare and assist with a variety of planning projects including comprehensive plans, land use plans, housing studies, community and economic development plans, and other community and regional planning initiatives.

- Provide planning assistance and technical support to counties, cities, villages, towns, and other local government partners.
- Conduct research, demographic analysis, community assessments, and evaluations.
- Facilitate public meetings, workshops, stakeholder interviews, and community engagement activities.

(continued on page 2)

- Review and provide guidance on zoning, land use, development proposals, ordinances, and related planning matters.
- For the Senior Planner classification, individually manage projects, budgets, and project deliverables.

QUALIFICATIONS:

A bachelor's degree in urban planning or a closely related field is required. Applicants must possess at least four (4) years of experience in planning or a related field.

The ideal candidate will be forward thinking and possess superior written and verbal skills; have excellent interpersonal skills; experienced with grant writing and project administration; have strong problem-solving skills and attention to detail, and can work independently and as part of a team. Experience working with local governments, elected officials, and community stakeholders is a must. For the Senior Planner classification, demonstrated experience managing planning projects, budgets, and schedules is required. Applicants must be familiar with Microsoft Office and have GIS experience; experience with Adobe Creative Suite applications is desired.

SALARY & BENEFITS:

Starting salary range is $65,000 - $85,000 depending on experience and qualifications. The family-oriented fringe-benefit package includes generous vacation, holiday, and sick leave as well as State of Wisconsin health insurance, retirement, short and long-term disability insurance, a medical/child care pre-tax flexible benefit plan, life insurance, and flexible hours.

HOW TO APPLY:

If you're ready to be part of a team dedicated to enhancing the region's livability, please email a cover letter and resume to sbadtke@wcwrpc.org by **8 a.m. on Monday, December 21, 2026**. The first round of interviews is anticipated to begin the week of January 11, 2027. Position is open until filled.

Go to www.wcwrpc.org for more information about the organization. EOE.