

ASSISTANT PLANNER

WEST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

EAU CLAIRE, WISCONSIN

Are you passionate about regional planning and spatial analysis? Are you looking to apply your skills in transportation planning and GIS? Do you want to make a positive, meaningful impact on the future of West Central Wisconsin? If so, we want to hear from you! We are currently seeking a motivated and innovative individual to join our team as an Assistant Planner.

Position Description:

As an Assistant Planner, you will play a crucial role in supporting our region's planning needs. You will have an opportunity to collaborate closely with our diverse team of experienced planners. You will be tasked with assisting senior level staff in a wide variety of community planning projects in the region, and more specifically related to our Safe Routes To School program and all varieties of mapping and data analysis that informs and supports regional planning decisions.

Key Responsibilities:

- Assist in the development of various types of transportation planning projects, such as rural and urban transportation plans, Safe Routes to School Plans, and implementation activities.
- Prepare maps via ArcGIS Pro using a variety of tools in the Spatial Analyst and Network Analyst toolboxes.
- Use graphic design tools and marketing techniques to support projects and other WCWRPC functions and services.
- Create maps, reports, visual displays, and presentations for senior staff and external stakeholders.
- Assist with the preparation of grant applications for various types of federal and state financial assistance for counties and their towns, villages and cities.
- Participate in community engagement efforts and project-specific public meetings.

Qualifications:

Bachelor's degree in planning, geography or related field is required. Candidates must possess at least one year of experience in planning or closely related field. Internship experience may be considered towards this requirement. Experience with Adobe Creative Suite is a plus. Proficiency with ArcGIS is a must.

The ideal candidate will be a creative thinker who possesses superior written and verbal communication skills, strong problem-solving skills and attention to detail, excellent interpersonal skills, and can work both independently and as part of a team.

Salary & Benefits:

Starting salary range is \$51,631 to \$59,963 depending on qualifications. WCWRPC provides a generous benefit package, starting with 3 weeks of vacation, plus 8 designated holidays and 3 personal holidays, a vacation purchase option, State of Wisconsin health insurance plan and retirement plan, flexible work hours, and much more.

HOW TO APPLY:

If you're ready to be part of a team dedicated to enhancing the region's livability, please email your **résumé** detailing relevant education and work experience, **cover letter** highlighting your qualifications and explaining why you're a good fit for this role, and a **sample** of your GIS work to: Executive Director Scott Allen, sallen@wccwrpc.org. **First review of submissions will be on Monday, March 23, 2026.** *Position is open until filled.* EOE. Visit www.wccwrpc.org for more information about the organization and www.wccwrpc.com for more information on our Safe Routes To School program.