WE ARE HIRING!

Associate Planner

Safe Routes to School Planner

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Full-time salaried position

APPLICATIONS

Application Deadline: This position will remain open until filled. First review of applications will be on **Friday, October 16, 2026**. First consideration will be given to those applications received on or before the first review date.

Interested applicants should submit an employment application, cover letter, a resume, and one writing sample to:

Tammy Geenen

Executive and Communications Coordinator

tgeenen@ecwrpc.org

Subject Line: Associate Planner Position

A confirmation email will be sent upon receipt of application materials.

SUMMARY

The East Central Wisconsin Regional Planning Commission (ECWRPC) is seeking an engaging, dynamic, and collaborative professional to join the Safe Routes to School Program (SRTS). As part of the Commission's Transportation Program, SRTS supports planning, education, and community engagement initiatives that improve the safety, accessibility, and convenience of walking, bicycling, and rolling to and from school. The program works collaboratively with schools, local governments, and community partners to address traffic and safety challenges around schools, and promote healthier, more connected communities. This hands-on position offers opportunities to work directly with students, schools, and community partners.

BACKGROUND

ECWRPC serves seven counties in Northeastern Wisconsin with a focus on core program areas of Economic Development, Transportation, Environmental Management along with assisting local communities on comprehensive planning, outdoor recreation planning, and zoning code updates. In addition, the Commission assist local units of government with planning projects and GIS Data Analysis and Visualization.

ANNUAL SALARY

The position is full-time at 37.5 hours/week and offers a starting annual salary in the range of **$56,749 - $65,261/year** (depending on experience and qualifications), plus full benefits, including health insurance, flexible scheduling, paid time off, and participation in the Wisconsin Retirement System.

KEY RESPONSIBILITIES

- Provide customized assistance to schools as they implement Safe Routes to School education, encouragement, and engagement activities.
- Conduct bicycle and walk audits at and around schools; observe real-world conditions, identify safety concerns and barriers; develop and support school and community based SRTS plans and communicate findings and recommendations to school and community partners.
- Coordinate Safe Routes events and educational activities at participating schools.
- Develop, adapt, and deliver educational resources, activities, and materials.
- Manage and create content for Safe Routes to School social media channels.
- Track, document, and report program activities, participation, and outcomes; maintain accurate school contacts and program participation records.
- Build and maintain relationships with schools, municipalities, public health organizations, law enforcement, and other community partners to advance Safe Routes to School initiatives.
- Assist with transportation planning projects as needed, including but not limited to, the development of the Metropolitan Transportation Plan, Bicycle and Pedestrian Plan, and the Transportation Improvement Program.

QUALIFICATIONS

- Bachelor's degree in urban/regional planning, geography, health and wellness/public health, or a related field is required. Master's degree in urban and regional planning, transportation planning, health and wellness/public health, or public administration is a plus.
- Experience in a variety of computer software applications, including Microsoft Office Suite.
- Experience developing engaging content for social media and other communication platforms, with the ability to tell compelling stories through written, visual, and digital media is a plus.
- Experience in developing and maintaining effective working relationships with multiple stakeholders with an emphasis in equity, transparency, and clarity.
- Experience developing or delivering hands-on educational programs, activities, or training, particularly with children, youth, or community groups required.
- Strong communication skills, including verbal and written communication.
- Organized and able to manage multiple projects simultaneously, with excellent attention to detail.
- Experience with ArcMap, GIS applications, and Adobe InDesign is a plus.
- Employment in this position is contingent upon satisfactory completion of background screening appropriate to the position, which may include criminal-history, sex offender registry screening, and other screening required due to the position's interaction with minors and school environments.

PHYSICAL REQUIREMENTS

- Regular, predictable and punctual attendance is required.
- Ability to communicate and present effectively with individuals and groups.
- Ability to frequently operate a computer, telephone, keyboard, and other field and office equipment.

- Ability to observe details at a close range; view a computer screen, prepare and analyze data, and read documents and forms.
- Ability to travel to meetings and conferences at other locations as needed with a substantial number occurring in the evenings and on weekends.
- Participate in necessary outdoor field work where the employee may be exposed to adverse weather and other unpleasant conditions including but not limited to dim or bright lighting, dust, and odors.
- While performing the duties of this job the employee is frequently required to sit, move from place to place, and operate tools and controls at various levels from ground to overhead.
- Regularly move packages and other items weighing up to 10 lbs.; occasionally up to 40 lbs.

East Central Wisconsin Regional Planning Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

More information about East Central can be found at www.ecwrpc.org

Regional Safe Routes to School Program, visit www.eastcentralsrts.org