



JUNIOR PLANNER

Join our growing team! We are seeking a **full-time Junior Planner who is passionate about helping communities within rural New York thrive.**

This entry level position will assist in the development of municipal, regional, and community plans within the North Country and Adirondack Park region of New York State. Work with local elected officials, community members, and non-profits to engage communities around revitalization, sustainability, and community development.

The LCLGRP is widely engaged within its five-county region, leading a myriad of planning activities including;

- Municipal Comprehensive Plans
- Main Street Reinvestment Plans
- Recreational Asset and Waterfront Revitalization Plans
- Workforce Housing Zoning Analysis and Updates
- Watershed Management Plans

The successful candidate will assist with implementing various regional and community planning efforts. This includes helping develop projects and working with the LCLGRP planning team to secure funding, participating in community outreach and consensus building efforts, identifying implementation metrics, and assisting with completing project outcomes. The position will be involved in various state and federal grant funded programs. This position will help support the LCLGRP's growing planning program, and the successful candidate will join a team of dedicated community planners within the North Country.

The position requires extensive contact with the public, both in person and digitally. It requires an understanding of basic planning principles as well as the ability to independently follow through on efforts as directed.

Candidates must have:

- Ability to establish and maintain good working relationships with community members,
- Ability to understand, interpret, and analyze quantitative and qualitative data,
- Comfortableness with presenting at public meetings and leading community discussions,
- Proficiency in report writing,
- Ability to convey LCLGRP messaging to a wide audience,
- Ability to track and report on work activities,
- Capability in understanding and implementing state and federal program requirements,

- Capacity to manage multiple projects and competing priorities, and
- Adeptness to the changing climate of community needs within the region and within the LCLGRP organization.

Specific skills necessary to thrive in this position include:

- Initiative, resourcefulness, and ability to follow-through.
- Ability to follow detailed spoken and written directions.
- Organized.
- Strong writing skills.
- Ability to communicate effectively with an array of audiences.
- Personal discretion and sound judgement.
- Ability to work in a small office environment and contribute to team building.

Location

The LCLGRP office is in the Village of Lake George, NY in the beautiful Adirondack Park. This is a full-time, in-office position.

Salary

\$25.00/hour (equates to \$52,000 annually)

Start Date

Anticipated start date is January 5, 2026.

Benefits

New York State Retirement; medical/dental/vision insurance; optional Life, Accident and Critical Illness insurance; optional flex spending and dependent care saving accounts; paid time off.

Minimum qualifications are either:

(B) Bachelor's degree in planning, landscape architecture, environmental studies, geography, natural resources, or related field.

This position will be filled based upon Civil Service requirements. A provisional appointment will be made with an examination to be held at a later date. Candidate must meet Civil Service requirements for appointment following establishment of the Eligible List.

This position will remain open until filled.

**Interested Candidates may send resume via email with the subject line
“Junior Planner Resume” to info@lclgrpb.org.**

LCLGRP is an Equal Opportunity/Affirmative Action Employer