

## **COMMUNITY DEVELOPMENT COORDINATOR (Southcentral Michigan Planning Council) W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH**

### **Position Summary**

The W.E. Upjohn Institute for Employment Research is seeking a talented professional as the next Community Development Coordinator. The Community Development Coordinator assists the Southcentral Michigan Planning Council (SMPC) Director in conducting research for large-scale regional studies, local plan development and other SMPC activities. SMPC is a regional planning organization that aims to improve the economic, environmental, and fiscal health of member organizations through transportation, land use and environmental planning, economic development, and efficient local staffing. Responsibilities include data collection and analysis, research and writing for large-scale regional studies, writing text for plans and supporting administrative functions. Work will address issues relative to housing, economic development, workforce evaluation, broadband access and adoption, and local master planning and recreation.

### **Position Requirements**

Bachelor's degree in urban planning, public administration, public policy, or a related field required. Master's degree attainment or pursuit preferred. Knowledge of statistical analysis and related software, publicly available data source access, regional planning, and general understanding of municipal operations preferred. Must have excellent organizational, interpersonal, verbal and written communication skills. Proficiency in Microsoft Office Suite, ArcGIS, and statistical analytical software products as well as other media tools preferred.

### **About the W.E. Upjohn Institute for Employment Research**

Since 1932, the [Upjohn Institute](#) has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

The Institute offers a competitive salary and generous benefit package.

### **Application Instructions**

Submit resume and letter of interest including salary requirements to [hr@upjohn.org](mailto:hr@upjohn.org).