



# Fresh Coast Planning

## Planning Consultant

**Company Profile:** Work hard, play hard.

**Position:** Full-time, average about 35 hours or so a week but be efficient and produce a great product, you'll work less.

**Compensation & Benefits:** Around \$60-70k, DOQ, and everything but a company car.

**Location:** Coast Guard City, USA. Or your house, a coffee shop, a brewery. Whatever works for you.

**Experience:** Yes, please.

**Education:** This matters but give us great work ethic and that'll go a long way.

**Details:** Responsibilities include support to local government communities by assisting Planning Commissions, Zoning Board of Appeals, and other Boards, as assigned, through land use application review, related analysis, and recommendation. In addition, responsibilities include office hours at client offices to provide zoning and/or planning administration assistance to the public and staff, plan review, land division administration, code enforcement, and related tasks. Candidate will also be responsible to lead or assist with public workshops and outreach events. Must be able to attend evening meetings and occasional development meetings during the day.

As company grows, additional responsibilities may include a total of approximately 20 weekly office hours at client communities to provide zoning and/or planning administration assistance to the public and staff, plan review, land division administration, code enforcement, and related tasks.

Candidate must be available by phone and email during normal business hours of company clients to provide various support to the township or other governmental agency, and developers. High quality of service and attention to detail is essential, and ability to meet deadlines is imperative. Writing skills must convey a clear and comprehensive message. Ability to professionally educate the public and act as a facilitator is critical.

Potential for additional responsibilities and professional career growth as company expands. Must possess personal computer, tablet, or other device compatible with Microsoft Office and be capable of drafting numerous documents in a reasonable time.

**To Apply:** Email cover letter and resume to [greg@freshcoastplanning.com](mailto:greg@freshcoastplanning.com)