



# Fresh Coast Planning

## Associate Planning Consultant

**Company Profile:** "Love your customers more than your product. Love your employees more than your customers." – Jesse Cole, Founder of Savannah Bananas.

**Position:** Full-time. Plan on starting more like part-time, with workload eventually averaging about 35 hours or so a week.

**Experience:** Yep, we want it for this kind of salary. Bring a great work ethic too and that'll pay dividends.

**Compensation & Benefits:** Around \$70k, DOQ. In addition to salary, we offer just about everything but a company car. No really, we provide:

- Vacation – we need it, we take it
- Health insurance, 100% paid by the company
- Or, the cash "equivalent" in-lieu of health insurance
- Dental insurance, 100% paid by the company
- SIMPLE 401K match up to 3%
- 12 weeks maternity leave, with 6 weeks paid
- 2 weeks parental leave, with all of it paid
- Project bonuses
- Profit sharing after a year of employment
- Birthday bonus after a year of employment – because we celebrate you!

**Residency & Location:** Must reside within a reasonable distance of the Grand Rapids and Grand Haven area. While our office is located in Coast Guard City, USA and you can work from there, outside of assigned community office hours you are welcome to work from your house, a coffee shop, or a brewery. Whatever works for you. That said, expect to spend the first year or so at the office because we want to set you up for success.

**Details:** This position can be fast paced and will pull you all over the place, so the candidate needs to be able to adapt and juggle multiple items concurrently. Current responsibilities include office hours of approximately 12 hours a week at community offices to provide zoning and land division administration assistance to the public and staff, as well as perform related tasks. In addition, responsibilities include support to communities by assisting Planning Commissions, Zoning Board of Appeals, and other Boards, as assigned, through land use application review, related analysis, and recommendation. Candidate will also be responsible to create and or assist with public workshops and outreach events, as assigned. Must be able to regularly attend evening meetings, as assigned. Additional responsibilities will include more office hours at future client community offices. We shoot for about half the work week in community offices and half the work week remotely.

Candidate must be available by phone and email during normal business hours of company communities to provide various support to the community, the public, and developers. High quality of service and attention to detail is essential. 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 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)