



Fresh Coast Planning

Associate Planning Consultant

Company Profile: Work hard, play hard.

Position: Entry-level 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 \$48-50k, DOQ, and everything but a company car. No really, we provide:

- Whatever vacation time you need
- Health insurance, 100% paid by the company
- Dental insurance, 100% paid by the company
- SIMPLE 401K match up to 3%
- Project bonus
- Profit sharing after a year of employment
- Birthday bonus after a year of employment – because we celebrate being born!

Residency & Location: Must reside in West Michigan. We're located in Coast Guard City, USA. You are welcome to work from our offices, your house, a coffee shop, or a brewery. Whatever works for you.

Experience: This is helpful but give us great work ethic and that'll go a long way.

Details: Responsibilities include office hours of approximately 20 hours a week at community offices to provide zoning and/or planning administration assistance to the public and staff, plan review, land division administration, code enforcement, and 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 assist with public workshops and outreach events. Must be able to attend evening meetings.

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, 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