

## IMBA Trail Solutions

Associate Planner, 4-8 years of experience

### Job Posting

We are currently hiring a full-time, remote based, Associate Planner to join IMBA's Trail Solutions team. Associate Planners are mid-level members of our planning and design team that work on the development of trail feasibility studies and concept plans, design development, construction documents, and tasks related to community outreach and project implementation. This position also has roles and a range of responsibilities in client and project management, site visit coordination, strategic trail network visioning and planning, development of design details, content development for project deliverables. This position is fully remote with the potential to travel 50% or more of the time.

### Desired Professional and Educational Background:

- Four (4) to eight (8) years of professional planning experience related to trail-based recreation projects and site design
- Preferred: Bachelor's Degree from an accredited college or university in an appropriate field of Landscape Architecture, Civil Engineering, Natural Resource Management, or similar.
- Minimum: A technical college certificate in GIS. CAD certification is favorable too.

### Overall Job Duties/Responsibilities:

- Work closely with IMBA Trail Solutions Senior Planners and Staff Planners
- Assisting in managing and coordinating project lifecycle including communications with clients/stakeholders, monitor and report on project progress, adhering to project schedules, and meeting project budgets
- Work on the creation, review, and delivery of trail network and bike-optimized facility concept plans, map graphics, design development, construction documents, and other IMBA Trail Solutions deliverables
- Assist in identification and elimination of project roadblocks that may arise throughout project life cycle.
- Maintain flexibility and adaptability with many personality types
- Attend required company and departmental meetings
- Other duties as assigned

### Communication and Professionalism Competencies:

- Developing project management experience by applying knowledge, skills, tools and techniques to project activities, to meet stakeholder needs and expectations. This involves balancing competing demands in terms of resources, time, scope, client and stakeholder needs and expectations
- Innovative and critical thinking in problem solving and decision making with an attention to detail throughout all work aspects
- Client/Customer Service oriented with demonstrating concern for meeting internal and external customers' needs
- Strong time management and organizational experience
- Able to work in an open and collaborative team environment
- The ability to convey thoughts and express ideas effectively using speech in internal and external settings and in writing, using correct and appropriate grammar, organization and structure

### Technical Competencies:

- Have extensive experience with ArcGIS Pro, ideally has experience with creating Story Maps
  - Strong experience managing, organizing, and sharing large geodatabases
  - Strong experience acquiring geospatial data from USGS, SSURGO, and state/county/city GIS sites
  - Strong understanding of terrain visualization and representation in ArcGIS Pro
  - Strong ability to create and edit vector datasets (shapefiles and feature classes) in ArcGIS Pro, including manipulating attribute tables, symbolizing data classes, labeling features, and performing field calculations
  - Strong ability to produce polished maps for reports, field work, and final deliverables
  - Preferred ability to perform analysis on geospatial datasets including digital elevation models, hydrology datasets, multispectral imagery
  - Preferred experience with ArcGIS Pro Model Builder
  - Preferred proficiency in Python, Excel VBA, or other programming languages
- Have skills in AutoCAD and development/management of CAD sheet sets
- Competent in use of Adobe Creative Cloud software, specifically InDesign, Illustrator, and Photoshop
- Understanding of graphic design principles with ability to implement in projects to display information in a clear and effective manner
- Demonstrated ability to operate in a deliverable production-based environment meeting deadlines and quality expectations
- Displays motivation to complete tasks
- Understands influence of one's own work on others' tasks

### Theory Understanding:

- Utilizes a thorough understanding of Trail System Planning theory and other related knowledge bases to produce plans for sustainable trail systems that meet needs and expectations of trail users and land managers.
- Knowledge of, and implementation of best practices for sustainable trails
- Understands the jargon of trail development
- Communicates viewpoints supported by theory
- Seeks out continued education

### Field Proficiency:

- Ability to operate in the field independently drawing on previous experience and skill sets to accomplish field-based goals efficiently
- Ability to assess and report on existing trail conditions and newly constructed trails
- Understanding of various landscapes, geologies, soils, and hydrology while recognizing implications on planning and design
- Acknowledges discrepancies between data and ground realities
- Gather and organize accurate and useful field data
- Draw accurate and useful conclusions in the field and leads decision making by providing recommendations with solid reasoning
- Ability to gain knowledge and understanding of land management policies and procedures in and around the project area
- Responsible for one's own well-being when in the field, plan food and water needs accordingly

- Physical capability to transport necessary equipment through various terrain and climatic conditions
- Knowledge of safety measures and backcountry protocol

Requirements:

- Skilled in GIS (ArcGIS Pro) and Adobe InDesign-Illustrator-Photoshop
- Experience with creating and producing planning, design, and construction documents
- Experience with GPS tools, data collection, and data post processing
- Proficient in MS Office Suite
- Mountain Biking and Travel Experience
- Potential to travel 50% or more of the time

Benefits

IMBA is the leading nonprofit organization for mountain biking advocacy and trails. A full-time opportunity here affords you a rewarding career with growth opportunities, remote work environment, travel and a full benefits package (generous PTO, health, dental, vision, 401(k)).

Annual salary range for this role is \$70,000-85,000 based on directly relevant experience.