



6100 Southport Road  
Portage, Indiana 46368  
(219) 763-6060  
[www.nirpc.org](http://www.nirpc.org)

# NOW HIRING

*in Indiana's Duneland in the Chicago metropolitan area*

## NATURAL RESOURCES PLANNER

Working to enhance the quality of life for nearly 800,000 people along the southern shore of Lake Michigan, the Northwestern Indiana Regional Planning Commission (NIRPC) is seeking an exceptional individual to assume primary responsibility for Natural Resources Planning in the Environmental and Transportation Departments.

### SUMMARY OF THE POSITION:

The Natural Resources Planner reports to the Director of Environmental Programs and is responsible for implementing projects and programs in watershed planning, stormwater management, regional conservation planning, and urban forestry. This planner also provides technical expertise and facilitates partnerships with natural resource agencies and partners as they pertain to regional transportation planning and projects. The selected candidate will:

#### Provide Natural Resource Technical Support to Regional Transportation Planning

- Conduct Red Flag Investigations and other early project scoping assistance as it relates to avoidance, reduction, and mitigation of natural resource impacts
- Build and maintain strong working relationships with state and federal environmental and natural permitting agencies so that opportunities for collaboration are identified and communicated
- Provide agency input to early coordination processes initiated for transportation project permits
- Implement environmental aspects NIRPC's Living Streets Policy through facilitating the development of technical standards and evaluating transportation project investments in green infrastructure.
- Work with transportation planners to build strong natural resource components into future plans.
- Other duties as needed.

#### Develop and Implement Natural Resource related programs and projects (50%)

- Maintain and grow current natural resource expertise in areas of watershed planning and management, conservation, climate, and urban forestry.
- Build and maintain strong working relationships with water, natural resource, and conservation partners in the public sector and at non-governmental organizations at all levels
- Identify opportunities and apply for grants to maintain and grow natural resource planning and project implementation at the agency
- Facilitate partnerships, stakeholder interactions, and public outreach of environmental programs and projects.
- Other duties as needed.

## ***Minimum Requirements***

- Master's degree or bachelor's with 3 + years technical experience in aquatic sciences, natural resources or related discipline.
- 5 –10 years professional experience in watershed or natural resource planning or program development and implementation.
- Demonstrated ability to build and facilitate partnerships with external stakeholders
- Practical knowledge, proficiency, and experience with quantitative data analysis in Microsoft Excel or statistical analysis software.
- Working knowledge of GIS desired.
- Willing to work independently and on a team.
- Enthusiasm to continually learn/train to keep skills sharp and gain understanding of applications of natural resource and environmental best practices to transportation planning and general requirements of Metropolitan Planning Organizations.

The successful candidate will demonstrate the following through their written resume, cover letter, and in an interview:

- Creativity, critical thinking, and quantitative reasoning skills
- Grant writing and partnership building
- Ability to work independently and on a team
- Good customer service to internal and external clients
- Development and maintenance of strong professional relationships
- Contributor to positive team dynamics
- Management of their time and schedule
- Ability to communicate clearly and transparently across disciplines
- Flexibility and an open mind
- Excellent organizational skills

## **STARTING SALARY PARAMETERS:**

\$50 - \$62,000 dependent upon qualifications or experience. NIRPC has a competitive benefits package, including health insurance, participation in Indiana Public Employees Retirement Fund, twelve paid holidays and a flexible work schedule.

## **APPLICATION & TIMEFRAME:**

To be considered for this position, please submit all requested files to:

### **Meredith Stilwell, Office Manager**

Northwestern Indiana Regional Planning Commission  
6100 Southport Road  
Portage, IN 46368-6409  
219-763-6060  
fax 219-370-6303  
[mstilwell@nirpc.org](mailto:mstilwell@nirpc.org)

- A carefully written cover letter (single page),
- Resume (no longer than two pages), and
- Contact information for at least two professional references.

**Application materials should be submitted to NIRPC no later than December 17, 2021**, though the position will remain open until filled in order to find the candidate with the best fit among professional qualifications, experience, and suitability to NIRPC's mission.

## *Wondering about Northwest Indiana?*

Called "the Affordable Shore" by the Chicago Tribune, Northwest Indiana combines an innovative spirit, beautiful Lake Michigan shoreline, and proximity to Chicago and its amenities with commuter rail access that is undergoing major expansion and service enhancements.

Northwest Indiana's 41 communities each has its own unique character, providing everything from vibrant downtown restaurant scenes to growing arts districts to simple, small-town charm.

These communities provide Northwest Indiana with a rich but affordable quality of life, helped by a state constitution property tax cap, lower taxes than our Illinois neighbors, and lower housing costs overall within similar or better proximity to Chicago's loop than many Illinois suburbs.

The Indiana Dunes National Park and coastal environs provide exceptional beaches, dunescapes, paddling opportunities, and access to over 190 miles of paved trails linking greenways, parks, and other recreational amenities throughout the region.