

<b>Job Title:</b>	Associate Planner	<b>Salary:</b>	\$65,000-\$70,000/yr
<b>Reports to:</b>	Managing Dir. of Ops & Sr. Planner	<b>Benefits Include:</b>	Employer-Paid Medical & Dental Insurance, Vacation/Sick PTO, 12 Holidays, 403B Retirement Plan, & Prof. Development Opportunities
<b>Status:</b>	Full Time, Exempt		
<b>Location:</b>	Hybrid (Remote & In-Person)		

## ABOUT THE ORGANIZATION

Fair Share Housing Center (FSHC) is a 501(c)3 nonprofit organization that enforces the Mount Laurel Doctrine, a series of landmark NJ Supreme Court cases that created a constitutional obligation for all municipalities to provide their fair share of affordable housing. Through legal means and policy advocacy, FSHC fights for racial and economic justice in New Jersey and beyond and seeks to create inclusive, thriving communities. We envision a world where everyone has a safe, healthy, affordable place to call home.

## ABOUT THE POSITION

The Associate Planner provides critical land use planning expertise and support to FSHC's legal and policy teams as they further the organization's goals on affordable housing advocacy and Mount Laurel enforcement. The successful candidate will be joining the organization at a key time as New Jersey begins its next round of affordable housing obligations in 2025 and implements historic new affordable housing legislation. The Associate Planner will report to the Managing Director of Operations & Senior Planner.

## PRIMARY DUTIES & RESPONSIBILITIES

- Work closely with FSHC's attorneys to provide guidance on municipal affordable housing plans, zoning ordinances, and mechanisms; evaluate proposed sites/site plans, densities, vacant land adjustments, and other elements of municipal affordable housing obligations
- Interpret applicable state and local codes, ordinances, and regulations as it relates to affordable housing development
- Develop well-designed maps to support legal and policy work
- Review municipal compliance packages where planning-specific questions arise
- Analyze data to support legal and policy goals and for public-facing output, such as building permit and other state-level data and Census data
- Proactively stay up-to-date with rules/changes from regional planning authorities, NJ Office of Planning Advocacy, NJ Department of Environmental Protection, and other entities

## QUALIFICATIONS

FSHC recognizes that an individual's experience is gained through a wide and diverse range of personal, professional, and educational opportunities. When reviewing applications, we take a broad look at the combined experiences of each candidate. Research has shown that candidates from traditionally marginalized communities often don't apply for jobs if they don't meet every single qualification. If you think you can do this job but don't meet every qualification, we encourage you to still apply. Below are the skills and values we prioritize:

- Demonstrated commitment to racial & economic justice
- Masters in City Planning or comparable degree preferred
- AICP or New Jersey Professional Planner certification(s) a plus
- Experience with ArcGIS or related GIS mapping software required
- Experience with data analysis and Excel required; statistical software experience a plus
- Effective oral and written communication skills; experience conveying complex information to non-planners
- Ability to work on several projects simultaneously
- Well-developed knowledge of planning principles and practices, particularly land use/zoning and site planning
- Knowledge surrounding affordable housing development and planning a plus
- Knowledge surrounding the Mount Laurel Doctrine a plus

## **PHYSICAL DEMANDS**

The physical demands described here are representative of what is typically required to perform the essential functions of this role. We are committed to creating an inclusive and equitable work environment and will provide reasonable accommodations to support individuals with disabilities in fulfilling these essential functions. These physical demands include: sitting for long periods of time; extensive use of a computer and keyboard, including typing and reviewing documents on a screen; effective communication with team members and external stakeholders, which may involve phone calls, participating in video conferences, and written communications; operating office equipment, including computers, printers, and telephones, which may involve reaching, bending, and lifting small office supplies and materials; occasional travel to attend meetings, conferences, or events, which may involve sitting for extended periods during transportation.

## **LOCATION**

This is a primarily remote position with some in-person meetings required. Day-to-day responsibilities will be generally remote. The individual will be required to attend in-person meetings at or near Fair Share Housing Center's offices in Cherry Hill, New Jersey, or around the state roughly 3-5 times per month.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Fair Share Housing Center is an Equal Employment Opportunity Employer. We are committed to providing an environment of mutual respect, free from harassment and discrimination, where equal opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law.

FSHC believes that diversity and inclusion among our employees are critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool. Decisions related to hiring, compensating, training, evaluating performance, or terminating are made fairly and are based on merit, competence, and qualifications. FSHC is also committed to making our application process accessible to individuals with disabilities and will provide reasonable accommodations upon request.

## **HOW TO APPLY**

Interested applicants should apply online at <https://fairsharehousing.bamboohr.com/careers/>.

\*All applicants will receive an acknowledgement that their application has been received. Only those candidates selected for further consideration will be contacted directly by our hiring team. Applications will be accepted on a rolling basis until the position is filled.