

Planning Aide

A Temporary Regional Planning Assistance Position

The Western Connecticut Council of Governments (WestCOG) is seeking several qualified candidates to serve as Planning Aides to assist in completion of various regional planning projects. This temporary position begins in early 2025.

Responsibilities:

Following a brief training period, the selected candidates will work with WestCOG staff on a variety of projects. Project tasks may include:

- Independent collection of field data using mobile devices.
- Reviewing and/or processing of spatial data using GIS software.
- Research and data analysis to support planning activities.
- Additional tasks as necessary.

Qualifications:

The following minimum requirements are expected for this position:

- Fitness level to handle extended field data collection (light hiking in various weather).
- Valid driver's license and reliable vehicle access for travel to worksites across WestCOG's 18 municipalities.
- Access to a cellular ready smart mobile device that can run either iOS or android apps. GPS dongles can be provided for enhanced accuracy.

The ideal candidate will have:

- A background in environmental science, planning, civil engineering, or similar field.
- Experience with GIS software (not required).

Position Details:

The position requires travel around WestCOG's planning area; the WestCOG Office is located at 1 Riverside Road, Sandy Hook, CT 06482

The duration of the position will be from January through April 2025. Daily work hours will be flexible and dependent on weather and workload, up to 34 hours/week.

The hourly rate for this position is **\$20**; additional compensation is provided for vehicle mileage.

Applications will be accepted until January 17th; Interested applicants can send resume to tbeckett@westcog.org, cover letter optional. Selected candidates may be asked to provide additional information or to appear for a remote interview.

