



Example of Community Planner Job Description

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Our growing company is hiring for a community planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for community planner

- Coordinates with the local shop managers (Electric, Mechanical (HVAC), Structural, Utilities (Water, Plumbing,)) any design improvements, local work loads, safety procedures, and scheduled maintenance work
 - Provide secondary research support (gather, analyze, distill, and summarize)
 - Provide data analysis (learn how to mine insights from media resources, such as Simmons and other quant-based studies, and find insights/patterns)
 - Provide primary research support (act as agency liaison with outside research vendors)
 - Report on cultural/societal trends that are relevant to accounts you work on and to the entire department and agency, where appropriate
 - Assist in the development of creative briefs
 - Collaborate with internal team members and FEMA to establish program vision, goals, and implementation strategies for community resilience
 - Facilitate team meetings and implement project management best practices consistently
 - Work closely with federal, state and local governments to promote the implementation of hazard mitigation actions that reduce vulnerability to flood and other natural hazards
 - Provide planning and community engagement support in a variety of community meetings, where multi-hazard mapping products and risk assessment tools are updated to accurately show multi-hazard risk based on existing and future development
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- Hickam AFB, HI
- Requires one to four years' experience in related field
- Bachelor's degree with minimum of 5 years of related experience in inventory and warehouse management
- Must have compelling written and verbal presentation skills and style
- Knowledge of Marine Corps Planning Process, Marine Corps Warfighting Publication (MCWP) 5-1), Marine Corps Order P11000.5g/ Real Property Facilities Manual, OPNNAVINST 11010.20H Facilities Project Manual, and the Unified Facilities Planning Criteria 2-100-01 and 2-000-05N
- Possession of excellent customer service skills to perform daily interaction with various levels of rank, authority, and positions for both military and civilian