

MULLIN & LONERGAN ASSOCIATES HAS PLANNER POSITION AVAILABLE

POSITION: COMMUNITY PLANNER / RESEARCH ANALYST
LOCATION: PITTSBURGH, PA
AVAILABLE: IMMEDIATELY

Mullin & Lonergan Associates (M&L) is a small housing and community development consulting firm that is searching for an energetic and highly organized professional with an engaging and dynamic personality to service our housing and community development clients across the U.S. The ideal candidate for this position will have a Master's degree and at least two years of experience in urban planning, housing, community development, economic development or a comparable field. A self-starting individual that is comfortable functioning in a team environment will feel fulfilled in this position. Must be able to work in a fast-paced environment and manage multiple deadlines. The successful candidate will be required to work in our Pittsburgh office. Some overnight travel will be required. The candidate must have a valid driver's license and be willing to use his/her personal vehicle for business travel with reimbursement for mileage provided by our firm.

M&L is seeking an individual to:

- Assist with the development of housing studies (needs assessments, affordability analyses, market analyses, housing plan elements for comprehensive plans), comprehensive plans, and other similar planning/analysis documents related to housing and community development issues, primarily for public sector clients, and
- Work with our clients (states, counties, and other units of local government) that receive federal and state funding, and the program administration and document preparation required. This includes development of document associated with HUD's Community Development & Planning Programs, such as Consolidated Plans, Annual Action Plans, Assessments of Fair Housing, Consolidated Annual Performance & Evaluation Reports, environmental reviews, and other programmatic documents.

M&L seeks to engage the right person with demonstrated abilities in most of the following areas:

- Strong, effective communication and grammatical skills, both verbal and written
- Highly developed research and report-writing skills
- Strong analytical skills for writing economic, demographic and housing analyses; proficiency in building and working with large databases preferred
- Ability to analyze policy and develop new policies based on identified need
- Proficiency in Word, Excel, Power Point, and GIS required; knowledge of Adobe InDesign, Adobe CS and other Creative Suite products a plus, but not required
- Strong organizational skills; ability to carry out an assignment within the context of benchmarks and deliverables
- Ability to work independently and on team projects
- Ability to conduct oneself professionally and in a business-like manner
- Meeting facilitation and presentation skills

- Ability to relate positively to local government employees and elected officials
- CDBG and HOME regulatory and technical skills—a plus but not required

This is a full-time position with a competitive salary and a full benefits package, including 401-K profit sharing, health insurance, disability insurance, and paid vacation and sick time. Actual compensation package will be commensurate with the candidate's experience and abilities.

E-mail submission of a letter of interest, your resume and three recent writing samples. Please send to billw@mandl.net

If mailing, send to:

Mullin & Lonergan Associates
800 Vinial Street
Suite B-414
Pittsburgh, PA 15212

No phone calls.

M&L is an Equal Employment Opportunity company and does not discriminate against any person in employment because of race, color, national origin, religion, sex, disability (including use of service animal and association with person with a disability), age, GED status, or familial status.