

# CLARION

## Associate (Denver Office)

**Clarion Associates** is a nationally recognized consulting firm specializing in community planning, zoning, sustainability and resilience, and historic preservation. We have offices in Denver and Chapel Hill and affiliated offices in Cincinnati and Philadelphia. We have assisted over 200 U.S. cities and counties to plan for their futures. Clarion is highly regarded as a firm that forms strong partnerships with each of our client communities. We tackle complex projects and find creative solutions that lead to adoption and implementation. We are known for building public support for ambitious local planning efforts. Learn more at [www.clarionassociates.com](http://www.clarionassociates.com).

### About the Position

We are actively seeking a full-time associate in our Denver office with experience and interest in the following core practice areas:

- **Development Codes.** This practice area involves drafting innovative and user-friendly zoning and land use regulations to implement local plans, as well as research and analysis of trends and best practices; preparation of community outreach materials and participation in public meetings; and preparation and proofreading of complex and graphic-rich code documents. A law degree or experience with regulatory drafting is a plus, as is experience creating graphics to convey complex regulatory concepts.
- **Comprehensive Planning.** This practice area involves research and analysis of trends and best practices; preparation of community outreach materials and participation in public meetings; advanced GIS analysis and mapping; and preparation of complex and graphic-rich plan documents.

**While experience in both codes and plans is beneficial, this position will focus primarily on code work.**

We strive to cross-train our team members and will work with the successful candidate to tailor a position to fit their areas of expertise and interests. All team members assist in preparing proposals to win new work, attend meetings, prepare presentations, collect and analyze data, and—because we are a small firm—generally pitch in wherever needed. A combination of in-person and remote work is offered.

Strong candidates for the position are:

- Detail-oriented
- Have excellent writing and oral communication skills
- Thrive in a fast-paced environment
- Appreciate the ability to work on (and balance) a wide range of assignments
- Have a Master's degree in urban planning or a related field with a minimum of three years of professional work experience, or a Bachelor's degree with a minimum of five years of professional work experience; mid-career professionals are encouraged to apply
- Proficient in Word and Excel (Sketch-Up, ArcGIS, InDesign, and Illustrator are pluses)
- Willing to travel both regionally and nationally to support our clients
- Willing to work hard to help foster positive change in America's cities, counties, and regions
- Enthusiastic about planning and land-use consulting – because the work we do matters, and it changes the future

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Additional “great to have,” but non-essential skills and characteristics include:

- Project management experience, including direct client contact and coordination of subconsultants, and other professionals as needed during all stages of project development
- Prior experience working in consulting and/or a general interest in learning the business end of consulting
- Graphics and visualization expertise
- Spanish fluency

## **Compensation and Benefits**

Anticipated hiring range is \$70,000 - \$90,000, based on experience, with the opportunity for annual increases and performance-based bonuses.

Clarion Associates offers competitive benefits to all full-time employees, including health insurance coverage, 401K plan with a 3% annual employer contribution, ten days of PTO and eight personal days accrued annually to start (up to 20 days PTO based on tenure), eight paid holidays, an annual transit pass, coverage of AICP and other professional dues, and a variety of professional development opportunities.

## **Equal Opportunity Employer**

Clarion Associates provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

## **To Apply**

Please send a resume and cover letter, no more than one page each, along with a writing sample of no more than five pages and two to three samples of your graphic abilities (if applicable) to [denverhiring@clarionassociates.com](mailto:denverhiring@clarionassociates.com). **Submissions should be made prior to March 22, 2024, and will be reviewed as they arrive.**