

## **ENTRY LEVEL PLANNER**

Rundell Ernstberger Associates is an Indianapolis-based landscape architecture, urban design, and planning firm with a history of over 35 years providing award winning, innovative, and transformational planning and design solutions. Our services include landscape architecture, urban design, planning, and civil engineering. Our work includes a wide variety of projects at the local, state, and national level – including comprehensive plans, neighborhood plans, transportation plans, corridor plans and ordinances. **We are currently seeking an entry level planner for our Indianapolis office.**

At REA, we believe that building a career should be exciting, challenging, rewarding, and gratifying. Our staff members work hard and have high standards, but they also know how to get the most out of their careers by enjoying their work environment. We encourage collaboration and provide opportunities for our employees to get to know each other outside of their regular work environment. Beginning your career at REA is a great way to enter the professional working world. You'll meet and work with some of the finest professionals in the business. REA will give you all of the tools, resources, and help you need to grow personally and professionally.

**Responsibilities:** The individual we seek for this position will participate in all types of projects at the neighborhood, City, County or State level. This individual will work closely with our planning staff and occasionally landscape architecture staff on a wide variety of governmental and not-for-profit planning and design projects. Specific responsibilities will include but are not limited to:

- Collect and organize project background information for use in reports and graphics;
- Develop maps, renderings, and other presentation graphics;
- Assist planning staff in the preparation of a variety of documents and reports;
- Perform site analysis that may include site visits where applicable;
- Collaborate with planning, landscape architect and engineering professionals on a range of complex multi-disciplinary projects;
- Gain exposure to a broad range of responsibilities required of an urban planner;
- Attend client meetings; and
- Participate in public outreach and community engagement.

**Qualifications:** This position will provide support to our planning and landscape architecture staff. The successful candidate will have a Bachelor's or Master's Degree in urban planning; 1-3 years of experience; strong oral and written communication skills; ability to function well in a collaborative, team-oriented studio; and thorough knowledge of Adobe Creative Cloud, ArcGIS, MS Office, and SketchUp software. A broad knowledge base in planning and urban design, along with specific knowledge and/or interest in policy, land use, and zoning are essential components of our work and desirable traits in our employees. An interest in becoming a Certified Planner is preferred.

**Salary and Benefits:** REA offers competitive salaries and benefits. The salary for this full-time position is dependent on qualifications. Our benefits package includes health/dental/vision insurance, life and disability insurance, paid time off, financial assistance towards licensure and continuing education, and a 401K retirement plan that is matched by the company.

**How to Apply:** If you would like to be considered as a potential candidate for this position, please send an email with a cover letter stating your interest and qualifications, a resume, work samples, and contact information for three references; all materials should be in PDF format and the total size of all files should not exceed 10 MB. REA is an equal opportunity employer (EO/AA/VEV/Disabled employer) and encourages women and minorities to apply for this position. Email responses to: [REAindy@reasite.com](mailto:REAindy@reasite.com). Please indicate the position you are applying for in the subject line. No phone calls, please.

Company Info can be found at: [www.reasite.com](http://www.reasite.com)