Project Manager: Urban Planning and Strategic Communications

MIG, Inc. is an award-winning national firm specializing in planning, design, communications, management, science, and technology. We believe that the environment around us has a profound impact on our lives. We plan, design and sustain environments that support human development. Our shared vision is of a world where people, communities, and ecosystems thrive. For over 35 years, MIG has engaged the talents and vitality of top professionals. Our team members are passionate about their work and share a common desire to engage closely with our clients and the communities impacted by our work.

Our Pasadena, CA office is seeking an experienced Urban Planning and Strategic Communications Project Manager to join our multidisciplinary team.

If you are passionate about improving the communities in which we live and work and have the requested qualifications, please email your resume and portfolio with a descriptive cover letter including salary requirements to hr@migcom.com.

Responsibilities

This position involves leading project teams to develop innovative plans and solutions for public, private, and non-profit clients. The successful candidate will work as part of a multidisciplinary team that provides land use and policy planning, urban design, strategic planning, and community engagement services. Typical projects may include land use planning, organizational strategic and master plans, consensus building, park and recreation planning, organizational development, rivers and watershed planning, stakeholder assessment and outreach, strategic communications, and visioning.

This is a full-time position. Some travel, evening, and weekend work will be required for community engagement efforts, site evaluations, and deadline-driven work.

Qualifications

The ideal candidate must be able to think critically and creatively; successfully manage projects, work products, and clients; work as part of a collaborative team in an open environment; and maintain a sense of humor and camaraderie.

- Bachelor’s degree in planning, public policy, or related field. Master’s degree in complementary field highly preferred.
- 6+ years of work experience in planning or a closely related field
- Experiencing managing projects – contracts, scope, budget and schedule as well as client and partners management
- Strong graphics and writing skills
- Proven ability to speak in front of groups and to facilitate small and large group discussions
- Experience in developing marketing proposals and attending project interviews
• Desired computer proficiency includes Word, Excel, PowerPoint, and InDesign
• GIS and Adobe Creative Suite software skills a plus
• Bilingual capabilities are a plus

MIG values diversity in the workplace and is an equal opportunity employer. We offer a comprehensive benefits program, flexible work schedule, a rewarding work environment, and a creative atmosphere. Salary is commensurate with skills and experience.