



Catalyst for Regional Progress

**PVPC**

Timothy W. Brennan, Executive Director

**Position Description**  
**Regional Information & Policy Center**  
**Planner II/Data and Policy Analyst**  
**Posted January 2012**

**About PVPC**

The Pioneer Valley Planning Commission (PVPC) is the designated regional planning agency for the Pioneer Valley region. Its focus is both local – for the good of individual communities – and regional – for the good of the area overall. The PVPC is a public agency with a primary responsibility for increasing communication, cooperation, and coordination among all levels of government as well as the private business and civic sectors in order to benefit the region at large and improve its residents' quality of life.

**About the Regional Information & Policy Center**

The Regional Information and Policy Center collects and analyzes data for all planning sections of the PVPC, with a greater emphasis in recent years tending to focus on economic development, sustainable land use, and regional shared service projects. The Center also provides data and technical assistance to the PVPC's 43 cities and towns which comprise the planning region and frequently works on client based projects for these municipalities as well as non-profit and private organizations with projects ranging from surveys, economic impact analyses, assistance with census data, and collaborative data sharing initiatives.

**Roles and Responsibilities**

The Planner II/Data and Policy Analyst will have a primary role in producing a variety of analytical data publications focused on regional economic, housing, transportation, land use, and demographic trends. These publications will vary in length and formats including one-page profiles, extended multi-chapter reports, and websites. Work for these reports will be supervised by the section manager and often assisted by a data and policy intern. The person in this position plays an integral role in managing and updating regional databases, responding to data requests from PVPC staff, municipal officials, and other external constituents, and assist with supervision of interns when necessary and appropriate. The Planner II/Data and Policy Analyst must also be involved with seeking out new work and funding opportunities on an ongoing basis.

PVPC's Regional Information & Policy Center has a constantly shifting workload and is frequently branching into new project areas. The Planner II/Data and Policy Analyst needs to be capable of addressing many varied needs of the Regional Information and Policy Center as they arise.

**Qualifications**

- ❖ Self-directed and highly motivated.
- ❖ Ability to work well independently and on a team.
- ❖ Strong analytical capabilities and experience with data analysis.
- ❖ Extensive experience with MS Excel, and PowerPoint.



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### **Qualifications (Continued)**

- ❖ Strong skills in technical writing and the ability to write about data and trends in a clear and concise manner. The ideal candidate will be proficient at research and writing about data.
- ❖ Ability to take large amounts of data and synthesize into easy to understand written reports for a broad audience.
- ❖ Creativity in presenting information.
- ❖ Experience with Access, relational databases and MySQL, Dreamweaver, or SPSS is preferred but not required.
- ❖ Familiarity with gathering data from government and other website sources (census, employment, housing, etc.) is required.
- ❖ Minimum of a Bachelor's Degree in relevant discipline is required. Two years or more of work experience in a related field is preferred.

### **Supervision**

This position is supervised by the applicable PVPC Section Manager, namely Molly Goren-Watts, Principal Planner and Manager of the Regional Information & Policy Center.

### **Term and Compensation**

This is a part time position of 24 hours/week with some flexibility possible during a daily schedule within the hours of 8 AM – 6 PM Monday - Friday.

Starting salary of \$14-17/hr depending on qualifications and experience. Position offers prorated benefits including health coverage through the Massachusetts Group Insurance Commission (GIC) after 60 day wait period.

**To apply, please submit cover letter and resume by target date of February 29, 2012 to the attention of:**

**Molly Goren-Watts**  
**Principal Planner/Manager**  
**Regional Information & Policy Center**  
[mgoren-watts@pvpc.org](mailto:mgoren-watts@pvpc.org) or  
**60 Congress St, Floor 1**  
**Springfield, MA 01104-3419**

Position will remain open until filled or recruitment is cancelled. PVPC does not discriminate on the basis of race, color, national origin, sex, religion and disability in employment or the provision of services. An AA/EOE.