



JOB TITLE: Planning & Design Associate
TYPE: Part-time, Hourly (10 to 15 hours/week)
REPORTS TO: Planning Manager

PREFERRED START DATE: May 1, 2026
LOCATION: St. Louis Area

POSITION OVERVIEW

The Planning & Design Associate will work approximately 10 to 15 hours per week in support of transportation and land use planning and design initiatives, with a primary focus on Safe Routes to School (SRTS) planning and community engagement. This is a fantastic opportunity for a skilled practitioner with a passion for walkability, community engagement and equitable transportation. This role provides flexible, meaningful part-time work within a collaborative environment.

About Goetz Group LLC

Goetz Group LLC is a planning and engineering firm specializing in transportation and public infrastructure, blending creativity, technical expertise and public involvement to shape safer, stronger communities. Learn more: www.goetzgroupstl.com.

Key Responsibilities

Data Collection & Analysis

- Participate in walkability and bikeability assessments and-audits
- Review existing transportation plans, policies and pedestrian/bicycle network conditions
- Identify barriers, network gaps and opportunities in the existing transportation network to inform plan recommendations
- Set up and maintain Geographic Information System (GIS) maps and produce map deliverables
- Draft existing conditions reports

Public & Stakeholder Engagement

- Help develop and implement communications and outreach strategies for SRTS planning projects
- Monitor project web pages and online engagement tools
- Support in-person community engagement events, including logistics, facilitation and materials preparation

Recommendations & Plan Development

- Develop infrastructure, policy and program recommendations grounded in data and community input
- Research and identify funding and implementation strategies to support plan action items
- Draft plan documents and supporting materials for client and stakeholder review

Project Coordination

- Participate in regular project check-in meetings with the Planning Manager and project team(s)
- Support project scheduling, coordination tasks and documentation to keep projects on track

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Qualifications & Experience

Required

- Bachelor's degree in urban planning or design, transportation planning, engineering, landscape architecture, public policy or a closely related field
- 3+ years of experience in transportation planning, active transportation or community planning (internship and co-op experience considered)
- Comfort using GIS software (ArcGIS or QGIS) for map creation and spatial analysis
- Strong written and verbal communication skills, including experience drafting planning documents or reports
- Ability to work independently and manage tasks within a part-time, flexible schedule

Preferred

- Experience with SRTS planning, walkability assessments or active transportation planning
- Familiarity with pedestrian and bicycle safety analysis methods, as well as traffic calming design methods and their applications
- Experience with public and stakeholder engagement, including online tools (surveys, interactive maps, project websites)
- Knowledge of transportation policy review and analysis at the local or state level
- Experience participating in or leading walk audits or field-based assessments
- Comfort with community event facilitation and outreach communications
- Experience in plan document production and layout (Adobe InDesign, Canva or similar)

Work Environment & Compensation

- Compensation starting at \$40/hour.
- 10 to 15 hours per week; flexible scheduling in coordination with the Planning Manager
- Remote work options available; some in-person attendance required for meetings, site visits and community engagement events
- Growth opportunities across transportation planning, land use and design work

HOW TO APPLY

Interested candidates should submit a resume, cover letter and work sample (e.g., planning document, map or report) to Goetz Group Planning Manager Bryce Monser: bryce@ggstl.com. In your cover letter, please describe your interest in SRTS planning and any relevant experience with community engagement or transportation analysis.

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