

JOB DESCRIPTION - PROJECT PLANNER

A Project Planner at Meridian prepares environmental review (CEQA and/or NEPA) and planning documents, with a focus on gaining experience in environmental review and planning processes and project management. Project Planners assist senior staff in preparing environmental review and planning documentation, ensuring projects meet regulatory standards and with project management.

This position provides opportunities to learn project management skills and understand the full lifecycle of consulting projects. The Project Planner works closely with senior staff on project coordination and management, gaining insights into project planning, budgeting, and client communication.

The Project Planner position at Meridian is designed to provide a path toward more advanced project management responsibilities, providing a clear path for career advancement within the firm.

This position is a Non-exempt position and reports to the Principals.

Key Responsibilities

- **Research and Information Gathering:** Conduct background research including reviewing environmental studies, maps, and reports. Compile relevant information to support environmental assessments.
- **Environmental Documentation:** Contribute to the preparation of environmental documents pursuant to CEQA and NEPA. Assist in data collection, analysis and report writing.
- **Client and Team Coordination:** Support senior staff in maintaining communication with clients and project teams. Help organize meetings, preparing meeting materials, and document project progress.
- **Project Support:** Provide assistance to senior planners and project managers in all aspects of CEQA project management. This includes assisting in the planning, coordination, and execution of environmental projects. Support the development of project scopes, schedules, and budgets under the guidance of project managers.
- **Training and Development:** Actively participate in training sessions and professional development activities to build skills and knowledge in environmental planning and project management.