# Associate Environmental Planner (Menlo Park, California)

About Insignia Environmental

Insignia Environmental (Insignia) is a growing environmental consulting company focused on the needs of energy and infrastructure clients. Our staff has a foundation in engineering, science, and real-world construction experience that translates into environmental documents and programs that represent the best in class for our clients and the environment. Insignia holds performance and responsiveness paramount while working with clients to meet their environmental needs, often on expedited timelines. We pride ourselves on knowing the latest environmental regulations, understanding the goals of our clients and regulatory agencies, and producing high-quality deliverables.

Why Join Us?

At Insignia, we work hard and take pride in the reputation of excellence that we have earned in our industry. The diversity of our projects ensures that employees are appropriately challenged and learning new things. We are looking for employees who strive to be the best in their field and enjoy exchanging knowledge in an interactive environment. Insignia also encourages and supports our employees in workshop and conference attendance to continue education in their fields.

Insignia offers a casual, enjoyable work environment and generous benefits, including a 401(k)-equivalent program, medical insurance, and paid time off. Candidates must be comfortable with dogs, as several large ones “work” in our offices.

# Position Details

Insignia is looking to fill an immediate opening for an Associate Environmental Planner who will embody Insignia’s vision to be our clients’ most trusted partner, always delivering excellence with integrity.

# Job Description

* Conduct research.
* Perform impacts analyses.
* Prepare permit assessments and California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) reports.
* Manage permitting efforts.
* Coordinate with staff.
* Assist project managers with task management and manage small- to medium-sized projects.

# Requirements

* Bachelor’s degree in urban planning, environmental policy, or similar from an accredited 4-year college.
* Minimum of 2 years of experience in environmental consulting in a similar role.
* Demonstrated ability to complete assignments and project tasks on time and within budget
* Excellent communication and organizational skills.
* Excellent writing and technical editing skills, with advanced experience in Microsoft Office.
* Rigorously detail-oriented and committed to accuracy.
* Experience assessing environmental impacts under CEQA/NEPA and/or preparing permit applications is highly preferred.

# Other

* Valid driver’s license and good driving record.
* Willingness and ability to travel when needed.
* Ability to lift up to 25 pounds.

Benefits and Compensation

* The pay range for this position is $65,000 to $85,000 per year.
* Benefits include a 401(k)-equivalent program, bonuses, medical insurance, and paid time off.

# How to Apply

Interested applicants should submit a resume to [jobs@insigniaenvironmental.com](file:///C%3A%5CUsers%5Ccraimondo%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C2HM5RC3M%5Cjobs%40insigniaenvironmental.com) with a brief cover letter or cover email. Please include the words “resume” and “Associate Environmental Planner” in the subject line of your email. We request that applicants refrain from calling our office directly regarding this position.

Insignia may request, for lawful employment purposes, background information about candidates from a consumer reporting agency in connection with employment.

Insignia is an equal opportunity employer. Insignia does not discriminate on the basis of race, color, religion, sex, pregnancy, childbirth, national origin, age, marital status, veteran status, sexual orientation, sexual identity, mental or physical disability, genetic predisposition or characteristics, or any other characteristics protected by applicable state or federal civil rights law.