

Planner/Administrative Assistant

AVI Professional Corporation (AVI), has an immediate opening for a part-time Planner/Administrative Assistant, to work in our office located in Cheyenne, WY.

The ideal candidate must be able to, under general supervision: perform planning, research, documentation, and graphic and layout work; coordinate outreach activities and perform related duties as required; work with comprehensive and general plans, design guidelines, zoning, master plan documents, vision documents and processes in a private consulting environment.

Experience in Planning, Urban Design, or a related field as well as proven skills in GIS, Microsoft Office, and Adobe InDesign are preferred.

AVI Professional Corporation (AVI) is an equal opportunity employer. Salary is dependent on experience. Please email resume and a cover letter to avi@avipc.com, Attention: Hiring Manager or mail your resume to the attention of the Hiring Manager at 1103 Old Town Lane Suite 101, Cheyenne WY 82009.