



NWNMCOG | NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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US Economic Development District #1
NM State Planning District #1
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Executive Director | Evan Williams

JOB PROSPECTUS

December 6, 2022

Planning Assistant

THE ORGANIZATION:

Northwest New Mexico Council of Governments ("the COG") was formed in 1972 as one of 7 regional planning districts in New Mexico, currently covering Cibola, McKinley and San Juan Counties. The northwest region is also home to four Native American tribal nations, inhabiting dozens of rural communities across the 15,000-square-mile landscape.

The COG's annual budgets average around \$2.5 million, depending on available grant and contract funding from various sources. Base funding comes from membership dues from the region's cities and counties, annual appropriations from the State Legislature for regional planning districts, the State Department of Transportation for administering the Regional Transportation Planning Organization (RTPO), and the US Economic Development Administration (EDA) for economic development planning and development. Other funding comes from special grants and contracts from Federal, State, Local, and Foundation agencies.

The *mission* of the Council of Governments is to advance Northwest New Mexico by serving local governments in regional partnership. To that end, the COG's *vision* is to "lead the field" in the work of empowering communities, promoting regional competence and moving the region forward.

The COG work includes research and technical assistance to local governments and other stakeholders in policymaking, planning, project development, research, resource development, regionalization, convening and facilitating groups, communicating between and among agencies, and coordinating efforts across the many disciplines of community and economic development.

THE POSITION:

The COG is looking for an "all-purpose" **Planning Assistant** with strong academic and computer skills that can be applied to professional planning and development work, desire to develop a career in community planning and development, interest in public service, a commitment to deliver high energy and flexibility to the work, and strong teamwork and social skills. The Assistant will need be a self-starter who is able to anticipate and initiate, think quickly, solve problems, process information, and "connect the dots" between related issues.

COG planning and executive staff, carry robust workloads involved in managing projects, programs, working relationships and stakeholder groups. The Planning Assistant will provide a valuable role in providing administrative and technical support across these many COG program efforts – thus strengthening overall productivity and efficiency in the COG office and enabling senior staff to more effectively advance the strategic interests, sustainability and overall quality and value of the organization's services.