



JOIN OUR TEAM!

Assistant Environmental Planner

Are you interested in creating a better, more equitable future for communities? Are you passionate about the CEQA and NEPA documentation process? So are we!

We are looking for a full-time Assistant Environmental Planner who can grow with us professionally and contribute to a Team of dedicated environmental planners focused on the delivery of a project through strategic environmental documentation clearance!



Who We Are

Circlepoint is an award-winning integrated environmental and communication services consulting firm who specializes in community and public engagement and in the California Quality Environmental Act (CEQA) and National Environmental Policy Act (NEPA) documentation process. We deliver services to an array of clients and for a variety of projects in the transportation, land use, water, and sustainability markets. We deliver on some of the most significant projects in the State of California. Our specialized group of experts share a common purpose to help communities and environments thrive.

What You'll Get to Do in This Position

The Assistant Planner will play a supportive role to the Deputy Project Manager, Project Manager, and/or Principal-In-Charge. This position will be responsible for supporting various roles in the development and publication of CEQA and NEPA environmental documents, including independent drafting of clear and concise topical document sections (e.g., aesthetics, biological and cultural resources, etc.) that demonstrate a high level of analytical understanding, scientific data, conducting research, assisting in document production, and maintaining project files.

The Ideal Candidate

- 1+ years of direct experience in CEQA and/or NEPA, or a related field preferred
- Bachelor's degree or equivalent experience in environmental studies, urban planning, technical writing, or an associated field
- Working knowledge of CEQA fundamentals
- Customer service orientation
- Strong communication, technical writing, and presentation skills
- Careful attention to detail
- Critical thinker - willing to ask questions, with sound reasoning and judgement
- Proficiency with Microsoft Office Suite, particularly MS Word and Excel
- Must be legally eligible to work in the U.S.

Why Circlepoint?

Circlepoint empowers individuals to create positive impacts in communities in a collaborative and supportive environment. Circlepointers are committed to helping each other and the company achieve success by fostering and leveraging our team's diverse strengths and their unique life experiences.



How to Apply

Location negotiable – Circlepoint has offices in Oakland, San Jose and Orange County. Please email a statement of interest and a resume to careers@circlepoint.com.

Circlepoint is proud to be an Equal Opportunity Employer.

Benefits

- Salary range is \$52,000-\$75,000 annually depending on experience.
- Vacation, paid sick time off, leaves of absence, paid holidays, flex/hybrid work schedule
- Through our hybrid work environment, we offer our team greater flexibility, which helps promote work-life balance
- Career and professional development opportunities
- Financial: Annual bonus pool, employee referral bonus program, 401(k) Salary Deferral Plan with company match (Offered after meet eligibility period), commuter assistance program
- Health & Wellness: Medical, Dental, Vision, and Life Insurance, Health and Dependent Care Flexible Spending Accounts (FSA), and fitness allowance program.