

## **JOB ANNOUNCEMENT**

**Title:**

Planner II - Clean Transportation  
Central Pines Regional Council (CPRC)  
Durham, NC

**Who We Seek:**

We are seeking an experienced, energetic, and self-directed individual for the position of Planner II. This individual will advance CPRC's efforts in the area of clean transportation and alternative fuels through a number of programs, including Triangle Clean Cities, Clean Fuels & Advanced Technologies (CFAT), and TEST Real World Charging. The ideal candidate will have a combination of experience and interest in alternative fuels and electric vehicle technology, stakeholder engagement and education, and task/schedule management.

**Purpose:**

Central Pines Regional Council administers several projects in the area of clean transportation technology, including the long-running Triangle Clean Cities program and several other grant-funded projects. This Planner II position will play a key role in staffing these programs, with administrative oversight of this position being provided by a Program Manager on CPRC's Transportation & Mobility team. In order to be successful, the Planner II will need to be self-driven and act independently to perform tasks as outlined in Project Management Plans and grant agreements, with only limited supervision and oversight.

**Duties & Responsibilities:**

This position is currently planned to split time between three projects:

Triangle Clean Cities

- Participation in training and peer sharing with other coalitions;
- Short-range strategic planning for the Triangle Clean Cities Coalition;
- Maintenance of administrative documents for the Triangle Clean Cities program, and preparation of technical materials necessary for quarterly and annual reporting;
- Stakeholder outreach and engagement, stakeholder communication, conducting coalition meetings, and planning and facilitating outreach events;

- Data collection and reporting on alternative fuel price, station, and vehicle data in the Triangle region (requiring regular contacting of stations to collect data); and
- Sharing expertise with stakeholders, conducting/organizing technical training and education events, and supporting stakeholders with innovative technology planning support.

#### Clean Fuels & Advanced Technologies

- Create/expand/promote outreach and educational materials for the CPRC region on ways to reduce transportation emissions and conduct outreach and education activities aimed at fleet managers and the general public;
- Support state initiatives for clean transportation in coordination with the North Carolina Clean Energy Technology Center; and
- Prepare materials for required quarterly and annual reporting.

#### TEST Real World Charging

- Carry out necessary analysis and reporting activities on this project related to the testing of electric vehicle charging infrastructure.

#### **Knowledge, Skills, & Abilities:**

- Interest and knowledge in clean transportation technologies and strategies, including both alternative fuels and electric vehicle technologies.
- Ability to speak effectively in public and to succinctly and accurately explain technical concepts to a wide variety of audiences, including both technical practitioners and the general public.
- Strong organizational skills with the ability to prioritize and manage multiple tasks simultaneously with excellent attention to detail and limited supervision.
- Experience with record keeping, documentation and reporting, ideally including experience with government grant reporting processes.
- Strong interpersonal and written communication skills, with the ability to work effectively and build relationships with external stakeholders, funding partners, and internal teams.
- Ability to manage work in a dynamic environment, including adapting to evolving program priorities and responsibilities over time.
- Ability to develop and maintain social media pages, websites, newsletters, and other wide-reaching communications tools.
- Ability to organize, arrange and facilitate stakeholder and committee meetings.
- Proficiency in Microsoft Office 365 applications and collaboration tools, including Word, Excel, PowerPoint, SharePoint, and Teams.

#### **Education & Experience:**

Required Qualifications: Master's degree in environmental sciences, planning, engineering, or a related field; OR a Bachelor's degree in environmental sciences,

planning, engineering, or a related field with at least two years of relevant work experience.

Preferred Qualifications: Candidates with a Master's degree plus relevant work experience are preferred.

**Work Environment:**

During the initial six months of employment, the employee will be expected to work primarily in-office. Following the initial six-month period, the employee will be eligible to take advantage of CPRC's hybrid work policies – when working hybrid, we currently anticipate this position will need to work at least 1-2 days per week in CPRC's Durham office. Local travel to meetings and partner sites in the Central North Carolina region is required, with occasional out-of-region travel.

**Starting Salary & Benefits:**

Anticipated Starting Salary: \$62,853

\*This position is eligible for a 5% increase after serving a 6-month probation period.

Benefits: CPRC offers a generous benefits package including paid vacation and sick leave; NC Local Government Employees' Retirement System; 5% 401(k) employer contribution; 100% employer-paid health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses, hybrid and flexible work schedules.

**Our organization:**

CPRC is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. See the kind of work we do and learn read more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at [www.centralpinesnc.gov](http://www.centralpinesnc.gov).

**How to Apply:**

Send completed application package (cover letter and resume) by email to [employment@centralpinesnc.gov](mailto:employment@centralpinesnc.gov) with the subject Planner II – Clean Transportation.

**Incomplete applications will not be considered. Position is open until filled; initial review of applications begins Monday, June 8, 2026.**

**All employment offers will be within the stated hiring range.**

CPRC is an Equal Opportunity Employer.