CLARION

Clarion Associates is a nationally recognized consulting firm specializing in community planning and development codes. We have offices in Denver, Colorado, and Chapel Hill, North Carolina, and we work across the country helping cities and counties improve their land use regulations. We are a small and highly collaborative firm and joining us will mean working with others who care deeply about the future of our communities. To learn more about our firm and our values, please check us out at www.clarionassociates.com.

Position

Clarion is seeking a full-time Associate (3+ years) or Senior Associate (5+ years) with experience with land use/development codes, including drafting, researching, and engagement. This position is hybrid, with at least 2 days per week working in office in either Denver or Chapel Hill. We are open to a more remote position for someone with at least 3 years of code drafting or current planning experience who could commute to and work in the office at least two days per month.

Requirements

- Candidates must have a master's degree in urban planning (or a related field) or a law degree. This is not an entry-level position.
- Public or private sector experience working with land use regulations (traditional or form-based), site development regulations, and/or development review processes;
- Proficiency in Word, Excel, and PowerPoint; this is a drafting position and most work will be done in Microsoft Word;
- Demonstrated communication skills, both with colleagues and the public - all of our work is collaborative, and most is public facing;
- Detail-oriented approach to complex project tasks and project deadlines; and
- Able to travel both regionally and nationally.

Additional Valuable Experience to Highlight:

- Project management for multi-year/multi-team member projects
- Experience with public presentations, working with stakeholder groups, and leading community engagement meetings
- Prior experience working in consulting and/or a general interest in learning the business end of consulting
- Knowledge of Sketch-Up, ArcGIS, and/or Adobe products

- Work history in more than one community (bonus if more than one state) to help build understanding of multiple approaches to regulatory problem solving

Compensation and Benefits

Anticipated hiring range for the associate position is $70,000 - $75,000 and the senior associate position is $80,000 - $85,000. A variety of factors are considered in making compensation decisions, including but not limited to experience, education, licensure and/or certifications, business and organizational needs, and other factors permitted by law.

This is a full-time position and qualifies for Clarion Associates' competitive benefits, including full health insurance coverage, parental leave, 401K plan with a 3% annual employer contribution, ten days of PTO and eight personal days accrued annually to start (up to 20 days PTO based on tenure), nine paid holidays, an annual transit pass, coverage of AICP and other professional dues, and a variety of professional development opportunities. Details of participation in these benefits will be provided with an offer of employment. Relocation assistance may be available.

Equal Opportunity Employer

Clarion Associates provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

To Apply

Please submit the following information **in a single PDF** no later than November 13, 2026:

(1) a **cover letter** describing how your skills align with the proficiencies we've identified in the position description and how your experience has shaped your approach to regulatory work,

(2) a **resume** (no more than 3 pages), and

(3) **two work-related writing samples** (examples include zoning or development code language you drafted or heavily edited, staff reports, policy memos, or public-facing community engagement materials) to hiring@clarionassociates.com.

Submissions will be reviewed on a rolling basis as they arrive and we may hire before the closing date for this position.