

# Associate Planner I/II



## Who We Are:

TEI Planning + Design is an award-winning transportation planning and professional engineering firm improving quality of life in communities since 1969. As a professional services leader, TEI focuses on providing connected, safe, and convenient mobility solutions that allow people to thrive. As planners and engineers, we work together to create thoughtful, tailored solutions to our clients' most challenging problems and facilitate meaningful choices in how people can get to the places they want to go. We are empowering the next generation of change-makers to advance the health and prosperities of communities through transportation, and we invite you to join us!

## Position Summary

Associates are integral parts of the TEI team. Our firm embraces a team approach to problem solving, drawing on the talents of many professionals with varied backgrounds in related disciplines. As part of our team, you will have the opportunity to work on a range of projects to develop your skills and expertise in mobility planning and project leadership. You will:

- **Support** and/or **lead** tasks contributing to the development of high-quality deliverables;
- **Participate** in project and team meetings;
- **Manage** multiple tasks simultaneously; and
- **Meet** internal and external project deadlines.

Associates may also participate in client meetings to understand client goals and provide steps to achieve them and assist in developing meeting materials and presentations.

In addition to project work, associates will have opportunities for **professional development**. These company-based activities will reinforce skills and company culture, following best practices, and providing new ideas for all team members. TEI recognizes there is great value in continual learning, from experts in our fields and from each other. As an Associate you are encouraged to build your knowledge and skillset through mentorship and training opportunities.

## Examples of Projects & Responsibilities

As an Associate in TEI's planning team, the following are examples of the types of projects, deliverables, and responsibilities you may expect, depending on the project and your skillsets:

- Analyze demographic and travel demand data, assess transportation improvement needs, and evaluate improvement alternatives
- Analyze bicycle, pedestrian, transit, and street networks using GIS and other data/analysis tools and engage with stakeholders and community members to identify mobility and safety enhancements
- Participate in client, technical group, stakeholder, and public meeting discussions and presentations
- Assist in preparing a variety of planning documents including plan reports, technical memoranda, correspondence, and engagement content
- Collaborate with other planners and engineers on multidisciplinary transportation projects

## Qualifications

TEI requires a willingness to learn and grow from our Associates. A passion for transportation runs through all work TEI produces. We encourage applicants with a desire to deliver professional client service with high-quality deliverables. A successful candidate will have previous work or educational experience in some or many of the following areas:

- A bachelor's or master's degree in urban/transportation planning, geographic information systems (GIS), or a related field
- 0-3 years of relevant work experience (internships in related fields can qualify)
- A basic and/or practical knowledge of the transportation planning field with the ability to analyze qualitative and quantitative data to inform plan development and decision-making
- Demonstrate experience communicating concepts and ideas through verbal and written media
- Organization skills and the ability to manage time and multiple tasks
- Demonstrated analytic and problem-solving ability
- Demonstrated skills with Microsoft Office Suite
- Demonstrated skills in GIS; experience with spatial analysis, network analyst, and ArcGIS Online apps are a plus
- Experience with Adobe Creative Suite and other related products

## About the Work We Do

TEI believes that all modes of transportation are important parts of communities and do work across the mobility spectrum. That has taken the shape of bicycle planning and design, sidewalk and trail design, signal design and traffic operations, transit planning, corridor planning and design, holistic mobility planning, and more! As transportation continues to evolve in our communities, so does the work we do. TEI focuses on projects that energize us as team members and inspire us and our clients to create vibrant communities.

## What Can We Offer for All Your Hard Work?

TEI offers competitive pay within our industry. Salary is dependent on the individual's qualifications, position, and experience. Start dates are typically flexible.

Benefits include medical insurance, commuting benefits, professional development training support, and a retirement program. Other benefits of the position include a dynamic work environment and a fun, collaborative office culture.

## Inclusivity and Diversity Statement

TEI welcomes and celebrates individuals of all backgrounds, orientations, and identities. We strongly encourage applications from Black, Indigenous, People of Color (BIPOC), women, LGBTQ individuals, and people with disabilities. Our company has a vital interest in maintaining a fair and equal opportunity working environment.

## How to apply:

Please email a cover letter and resume as a combined PDF document to [careers@teiconnects.com](mailto:careers@teiconnects.com) or use the submission form on the website. *Optional:* We encourage you to attach links or pdfs of relevant work samples supporting the bullets above.

## Location:

TEI operates from our office in Houston, Texas at:

712 Main Street, Suite 950  
Houston, Texas 77002

