



## Job Description

**Employer:** Homes For Heroes Foundation ([www.h4hf.ca](http://www.h4hf.ca))

**Position:** Community / Urban Planning Coordinator (Summer Student)

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### **Purpose:**

Reporting to the Director of Planning and Development, this individual will perform a wide range of professional planning duties including analysis of land options, preparing development applications, policy analysis and creation, the preparation of various types of planning reports and studies and public presentations/open houses, and support with various members of the project team.

### **Scope of Work :**

- Assist the Director of Planning and Development for development applications;
- Review municipal trends, opportunities, initiatives, and bylaw requirements for tiny home developments;
- Coordinate with consulting team, suppliers, municipal officials, citizens' groups and others;
- Prepares comprehensive planning reports, recommendations and policy for submission to municipalities;
- Performs land reviews and make recommendations on development potential;
- Prepares graphics and other material for presentation at meetings such as public hearings and public information meetings;
- Attends various internal and external meetings in a professional planning capacity to provide professional expertise, and receive public input;
- Coordinate honour plaques;
- Complete general office and project administration

### **Necessary Qualifications/Knowledge:**

- Knowledge of the principles and practices of community planning, urban design, and social planning.
- Ability to interpret technical plans
- Knowledge of statutory requirements, bylaws, and regulations applicable to municipal planning.
- Knowledge of trends and developments in community planning and urban design regarding tiny home development.
- Ability to effectively plan and facilitate meetings.
- Working knowledge of computer applications and software related to the work.
- Basic knowledge of AutoCad or similar drafting programs would be considered an asset.

### **Skills:**

- Strong interpersonal, written and presentation skills.
- Strong analytical, problem solving and decision-making skills.
- Proficient in relevant computer applications and software.
- Excellent attention to detail.
- Effective conflict resolution skills.
- Excellent organizational and time management skills.

### **Education:**

- Currently pursuing undergraduate Degree from a recognized institution in Community Planning, or in a discipline related to Planning.



**Employment Details:**

- Job Type: Temporary, Summer Position
- Hourly Rate: \$22/hour
- Start Date: June 7<sup>th</sup>, 2021
- Duration of Employment: 3 months

**How to Apply:**

- Apply to this posting before May 26<sup>th</sup>, 2021 with your resume and cover letter quoting **Community / Urban Planning Coordinator (Summer Student)** in the subject line. Applications without accompanying cover letter will not be considered.
- Submit via email to [jacqueline@h4hf.ca](mailto:jacqueline@h4hf.ca) Only shortlisted applicants will be contacted