



Applicant Package.

Urban Planner - Entry-Level
Full-Time Position

ISSUED

19.02.2021

CLOSING DATE

12.03.2021

460 - 5119 Elbow Drive SW
Calgary, Alberta T2V 1H2

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civicworks.ca

Career Opportunity.

Details

Title	Urban Planner - Entry-Level
Competition Dates	February 19 2021 - March 12 2021
Placement Term	Full-Time
Required Experience	0-4 Years in professional planning
Required Education	Graduate-level Degree in Planning or a related discipline.
Compensation	CivicWorks offers competitive salaries, health and lifestyle benefits, and a progressive work environment. Compensation will be commensurate with experience and qualifications.
Eligibility	Candidates must be eligible to work in Canada.
To Apply	Visit civicworks.ca/contact to submit your cover letter, resume, and portfolio (maximum 12 pages).

- Prepare and contribute to planning documents and reports including stakeholder outreach summaries, background reports, memorandums and briefs.
- Conduct and contribute to detailed research, including jurisdictional and legislative framework reviews, site analyses, and land use studies.
- Prepare effective visual communications and planning graphics for various stakeholders and decision-making bodies.
- Assist with the coordination and preparation of various communications and stakeholder outreach processes including memos, presentations, information panels, and content for project websites.

What We're Looking For

- A curiosity and passion for city building, placemaking and planning best practice.
- An ability to work in a self-directed and collaborative team environment.
- An individual who is responsible, organized, accountable, and committed to excellence on all levels.
- Strong writing skills with a capacity to synthesize and distill complex ideas or solutions for diverse audiences.
- Strong graphic and information design skills with advanced proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Highly developed communication and interpersonal skills.
- Experience conducting or facilitating public outreach processes for a range of stakeholders.
- Additional technical proficiency with AutoCAD, GIS, and 3D modeling tools (Sketchup or Rhino) will be considered an asset.

Job Description

CivicWorks is seeking a passionate entry-level urban planner to join our Calgary studio. If selected to fill this important position, your primary responsibilities will be assisting in the completion of project tasks and deliverables, working on planning studies, producing planning related graphics and documents, gathering background information and data, and providing administrative support related to project tasks for a broad range of city-building outcomes. You will be working directly with the CivicWorks team of planning professionals, who will provide oversight, guidance and training to develop your skills and value to the team.

Responsibilities

- Work with and support senior planners in carrying out approvals/permitting processes for a range of land development projects.