



Junior Planner

Calgary, Alberta

Invistec's Team continues to grow! Invistec's Calgary Office is currently looking to hire a motivated Junior Planner to join Invistec's growing Calgary team. The successful applicant will form part of a diverse and interdisciplinary firm that collaborates on a variety of planning projects from large scale plans to site-specific developments to proposal writing. This position requires a self-driven and enthusiastic team player who is able to take initiative, work in a team environment, and also work independently. This position will include some evening work and occasional travel.

Who We Are:

Invistec Consulting provides professional consulting services in planning, civil engineering, transportation engineering, landscape architecture, and construction management. Founded by professionals with a common passion for *innovation, integrity, and excellence*, our core business is serving clients – small or large, public or private – with efficiency and attention to detail.

Description of the Opportunities:

- Preparation of land use and development applications.
- Preparation of Area Structure Plans, Neighbourhood Structure Plans, Outline Plans.
- Preparation of public and private proposals.
- Preparation of background research reports and various due diligence reports.
- Monitoring and management of applications on behalf of clients.
- Preparation of public engagement materials and attendance/presentation/facilitation at Public Open Houses.
- Preparation and presentations at Planning Commissions, Council (Public Hearings), and other various committees as required.
- Policy analysis and writing.
- Preparation of some visual diagrams, maps, and figures.
- Liaise with clients, stakeholders, administration, sub-consultants, and public officials.
- Produce meeting agendas and minutes, note taking, and administrative tasks as required.
- Any other such duties that may be assigned.



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The successful candidate will possess the following:

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- A degree in urban planning or related discipline
- An understanding of planning practices in the Calgary Region, Provincial planning legislation, and the planning regulatory environment
- 1-2 years of professional planning experience
- APPI Candidate member preferred
- Project management, communication, writing, and research skills
- Verbal communication and presentation skills
- Urban design and graphic design experience is an asset
- Public engagement and customer service experience
- Able to work independently and as a member of a team effectively
- Proficiency in MS Office Suite and digital video softwares (Zoom, Teams)
- Experience with Adobe Creative Suite and AutoCAD is considered an asset
- Valid driver's license

How to Apply:

If you believe you are a perfect fit for Invistec, please send your **resume** and **cover letter** to yycplanning@invistec.ca. Learn more about us at www.invistec.ca.