



Hey Planners!

We have a couple open spots!



Company Profile:

Township Planning + Design Inc. is a specialized Calgary-based planning and design consulting firm. Our Founder and Principal Planner has thirty years of experience and leads a dynamic team of planning professionals. We offer expertise and comprehensive advisory services in project planning, community design, and management for large and small private-sector land development clients throughout Alberta. With each project, we build and lead a customized team of land development professionals to successfully deliver each client's unique vision. You can learn more about our values and our past projects at our website www.twppanning.com.



Primary focus for the positions:

You will have the unique opportunity to support your growth as a planning professional, provide land development planning and design support to our clients, and to successfully achieve client and project goals. The position requires a thorough understanding of land use planning in Alberta and the willingness to successfully collaborate with interdisciplinary teams of co-workers, external strategic partners, and regulatory and approving authorities.



Qualifications:

- Minimum three to five years of planning experience.
- Masters-level Degree in Urban Planning or a related discipline.
- Developed skills in research, policy planning, urban design, planning theory, long range and current planning.
- Excellent verbal, written, and graphic communication skills.
- Excellent time management skills.
- Proficiency in both Apple Hardware and Software Platform (Apple Workplace).
- Proficiency in Adobe Creative Suite.
- Proficiency in Microsoft Office Suite.
- MCIP Eligibility & APPI Membership is required.



Additional Strengths we are looking for:

- Experience in the consulting or land development environment is considered an asset.
- Experience with graphic design and information architecture is considered an asset.
- Experience with GIS and database systems is considered an asset.
- Valid Driver's License.
- Hands on experience with planning applications (writing, negotiating, processing, approvals).
- Positive and professional attitude, excellent interpersonal skills, strong professional work ethic.
- Motivated, independent, and flexible: a self-starter who takes responsibility for one's performance.
- Excellent people skills, the ability to analyze and simplify complex planning issues and policies and clearly relay information to others.
- Be able to manage a fast-paced work environment, where priorities can change.
- An inquiring, analytical, and insightful mind and a positive and entrepreneurial attitude.
- Strong work ethic and time management skills with the ability to set goals and follow established work schedules.
- Strong planning skills, knowledge and experience and belief in continuous improvement.



About the Role:

- Provide support to / or be project leads, assist with development applications, liaise with approval agencies, provide background research, reporting and technical support, and take on special projects as required.
- Undertake the breadth of analysis required for complex planning projects.
- Support urban and regional planning and design analysis and deliverables.
- Assist in preparation of technical documents – technical writing.
- Assist in the implementation of projects and satisfying outstanding conditions.
- Assist in delivery of project work program and supporting in research.
- Meet with project teams and clients.
- Establish timelines and handle multiple competing objectives.
- Monitor emerging planning documents at provincial and local levels.
- Attend public hearings and meetings of municipal planning commission / CPC.
- Design, implement and complete Public Engagement sessions.
- Help manage and liaise with appropriate consultant, contractor, and/or approving authority contacts to address conditions and issues in a timely manner.
- Build and maintain strong external relationships with relevant planning, governmental and approval agencies.
- Receive and respond to inquiries from stakeholders and address concerns with the assistance of the respective manager in a timely manner.
- Assist with administration (e.g. reporting, invoice coding, project and budget tracking) as required.



About the Role:

- Keep informed of innovative and best-practice planning approaches, issues and information that could alter future plans.
- Monitor, analyze and report key information to team members and others.
- Attend and support internal and external meetings, take minutes, and effectively summarize key factors that contribute to informed business decisions.
- Provide administrative support to your colleagues and co-workers in the Planning Team.
- Produce accurate schedules, memos, visuals, and letters.
- Other duties as required.



What we Offer:

- Competitive Compensation Package.
- Flexible Working Environment.
- Benefits with a Health Care Spending Account.
- An Education Spending Account for your Professional Development.
- Mentorship and career advancement.

**These opportunities are open until August 11th.
Apply today!**

Do you think you would be a good fit for our team? We'd love to hear from you! Send your most interesting cover letter, resume, and portfolio to jenn@twppplanning.com