



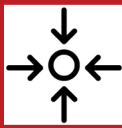
Hey Planners!

We have a couple open spots!



Company Profile:

Township Planning + Design is a specialized Calgary-based planning and design consulting firm, with our leader having thirty years of experience. We offer expertise and provide 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 and provide land development planning and design for the firm's clients to successfully achieve client and project goals. The position requires a through 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:

- 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; and
- APPI Regulated members required or preferred.



Additional Strengths we are looking for:

- Experience in the consulting or land development consulting environment would be considered an asset;
- Experience with stakeholder engagement would be considered an asset;
- Experience with graphic design and information architecture would be considered an asset;
- Experience with GIS and database systems would be considered an asset;
- Valid Driver's License;
- Hands on experience with planning applications (writing, negotiating, processing, and approvals);
- Positive and professional attitude, excellent interpersonal skills, and strong professional work ethic;
- Motivated, independent, and flexible: a self-starter;
- Ability to listen, analyze, and clearly relay information to others;
- An inquiring, analytical, and insightful mind and a positive and entrepreneurial attitude;
- Takes responsibility for one's own performance;
- Accomplishes set objectives, follows established work schedules and daily tasks effectively; and
- Strong planning skills, knowledge and experience, and belief in continuous improvement.



About the Role:

- Our new Planners will 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;
- The capacity to 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 research;
- Meet with project teams and clients;
- Strong work ethic and time management skills with the ability to set goals;
- Establish timelines and handle multiple competing objectives;
- Excellent people skills, the ability to assimilate, simplify, and analyze often complex planning issues and policies;
- Strong verbal, written, and graphic communication skills;
- Monitor emerging planning documents at provincial and local levels;
- Attend public hearings and meetings of municipal planning commission / CPC;



About the Role:



- 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;
- Be able to manage a fast-paced work environment, where priorities can change;
- 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;
- Stay abreast 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; and
- 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; and
- Mentorship and career advancement.

These opportunities are open until September 30th. Apply today!

Send your most interesting cover letter, resume, and portfolio to Kristi@twpplanning.com