

## Community Consultant (Indigenous Communities Practice) Calgary, AB

### About the Opportunity

Our Calgary branch is looking to add a capable and enthusiastic Community Consultant (Indigenous Communities Practice) to the existing team of professionals. In this role, you will benefit from the support of industry professionals while working on exciting and challenging projects that make a visible difference in many communities. To support this work, we are looking to find a Community Consultant who is early in their career and looking to expand their knowledge and contribute their diverse research, analysis and strategic thinking skills to support our team. This person will be detail-oriented and have the ability to distill large amounts of information into specific takeaways delivered through effective written and verbal communication skills. They will be willing to, and possess the humility required to, participate in and lead difficult and sometimes sensitive conversations around community challenges. In addition to the unmatched learning and project experience you will receive; you can expect to be responsible for the following:

#### Project Delivery

- Conduct research and analysis;
- Research, compile and prepare reports, manuals and presentations;
- Plan workshops and support facilitation;
- Work with team members to design and produce deliverables including proposals, reports, memos, presentations, and other related documents;
- In-person and digital consultation and engagement with communities, Provincial and Federal agencies;
- Support communication and engagement with various stakeholders;
- Research, collect, and distill information on community services, infrastructure and best practices;
- Apply theory and provide workable solutions to land use plans, community plans, policy, strategy, and implementation;
- Research emerging markets and funding opportunities to provide climate change adaptation and sustainability planning;
- Provide accurate and timely input on technical reports, plans, studies, proposals, and oral presentations as required;
- Analyze and interpret a variety of qualitative and quantitative data around markets, policy plans and the economy;
- Translate and present technical information in plain language formats for various audiences; and
- Assist in the management of projects and project finances.

#### Client Relationships and Practice Development

- Prepare client plans in coordination with our market leaders;
- Foster collaborative and respectful relationships with our clients;
- Work with clients to define their challenges, formulate solutions, and develop a plan to implement those solutions;
- Support on grant applications and funding requests;
- Participate in discussions with clients about project scope, schedule, and budget;

- Support discussions and learning opportunities to internal and external clients regarding truth and reconciliation; and
- Demonstrate a commitment to learning through the ongoing achievement of personal and professional goals.

Due to COVID-19, the opportunity to work remotely and from home does exist; however, when meetings and travel are safe to resume, we will need assistance with client work and face-to-face meetings. Therefore, the individual needs to reside in the Calgary area.

## About You

The preferred candidate for this opportunity will have at least 3 years of work experience from an accredited university degree or master's degree program. Work experience in the field of political science, business administration, economics, Indigenous studies, community development, engineering, planning, or other related fields is preferred. The candidate will be committed to providing great service to our internal and external clients. In addition, the following attributes would be considered a great benefit to this role:

- You have a keen interest or direct experience in pursuing a career working with Indigenous Communities;
- You have a keen interest or direct experience working with climate change, renewable energy and/or green energy;
- You can work on multiple projects and thrive in a self-directed work environment;
- You can work independently, but at the same time are a team player;
- You take initiative, are a problem solver and continually deliver consistent, high-quality work;
- You take great pride in your work, do not mind getting your hands dirty, and believe no job is too small;
- You are an excellent communicator with demonstrated proficiency in writing;
- You enjoy public speaking and working with communities;
- You have some experience with facilitation and are looking to expand your facilitation skills;
- You are suited to consulting given your instincts for:
  - Having the ability to listen to others and enjoy working with people;
  - Collaborating with people of varying backgrounds and perspectives;
  - Employing multiple communication styles to deliver information to internal and external clients;
  - Providing practical solutions to problems;
  - Working hard to deliver value to our clients;
- You can travel to project sites within Alberta; and
- You hold a valid class 5 driver's license.

## About Us

Recognized as one of Canada's top employers, Urban Systems is an employee owned interdisciplinary consulting firm based in Western Canada. In business since 1975, we have over four decades of experience working with a variety of clients, including all levels of

government, First Nations, commercial and residential land developers, and the natural resources sector. Our team of 450 people across multiple branch offices, is committed to helping build vibrant communities of all sizes. We recognize the values of people with different backgrounds and are committed to supporting diversity, inclusion and equality through our community partnerships.

## Our Commitment to You

Urban Systems invests in our people and strongly supports career development. Our unique corporate culture and passionate approach to mentorship means you will be working closely with leaders who are personally invested in your career development. Through working at Urban Systems, you will gain valuable real-world experience that will help build confidence while your skills improve at an impressive rate. At Urban Systems, you will:

- Work on challenging and interesting projects;
- Enjoy a positive and inclusive work environment;
- Gain the opportunity to work with and learn from industry leaders;
- Receive excellent health and wellness benefits;
- Receive meaningful rewards and recognition;
- Opportunity for professional growth at work; and
- Opportunity to attend industry conferences and professional training.

## How to Apply

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities. If this describes your background, skills, and natural talents as well as matches the goals of your career development, please check out our website (<https://grnh.se/c02a69843us>) for more information and submit your resume and cover letter.

Deadline for applications: **Monday, April 26, 2021 at 10:00 am MST**