

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

### About the Opportunity

We are looking to add a capable and enthusiastic Community Consultant, with a focus on Indigenous Communities planning, to our team in Calgary. In this role, you will benefit from the support of industry professionals while working on complex yet rewarding 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. You will be willing to, and possess the humility required to, participate in, and lead important conversations around community challenges while fostering collaborative and inclusive relationships.

In addition to the unmatched learning and project experience you will receive; you can expect to be responsible for the following:

#### Project Delivery

- Complete key project research, analysis, and report writing that will help distill important information to a wide variety of audiences.
- Work with team members to design and produce deliverables including proposals, reports, memos, presentations, and other related documents.
- Apply theory and provide workable solutions to land use plans, community plans, policy, strategy, and implementation.
- Provide accurate and timely input on technical reports, plans, studies, proposals, and oral presentations.
- Assist in the management of projects and project finances.

#### Client Relationships and Practice Development

- Facilitate in-person and digital communications and engagement with Indigenous communities, Provincial and Federal agencies, and community organizations.
- While the focus of this role is supporting Indigenous Communities, you will gain valuable exposure to all disciplines and areas of practice within Urban Systems, including local government, land development, and not for profit.
- Develop trusting relationships and partnerships with existing and new clients in the territory, with a focus on Treaty 7.
- Work alongside our clients to understand their unique health, housing, and social challenges, collaboratively exploring solutions and developing thoughtful implementation strategies.
- 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
- 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 in building a meaningful career to help create positive health, social and infrastructure benefits to communities.
- You have knowledge and experience working alongside Indigenous communities and organization, with an understanding of how to employ cultural safety and cultural humility in your work.
- You are a passionate and skilled communicator and facilitator who loves to build relationships and foster meaningful connections.
- You are an independent thinker who can work on multiple projects and thrive in a self-directed work environment.
- 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; and
  - Working hard to deliver value to our clients.
- You can travel to project sites within Alberta.
- You hold a valid class 5 driver's license.

## About Us

At Urban Systems:

- We are community consultants, brought together by our shared values, and a deep commitment to building vibrant communities.
- We're local, connected and invested in our communities.
- We're built on relationships.
- Curiosity and the pursuit of vibrancy inspires us.
- We care, and it's reflected in the work we do and in our culture.

## Our Commitment to You

Are you looking to take on new challenges and opportunities to create lasting impact in your community? Join a tight-knit team of professionals at Urban Systems where your skills,

contributions, and ideas are valued and recognized. Here's what you can expect working with us:

- **Lasting Impact** - You'll have a multitude of opportunities and exposure to work on diverse and challenging projects that will create lasting impact on communities for generations to come.
- **Competitive Pay** - Your skills and contributions are valued. You'll receive competitive compensation that is commensurate with experience including a great benefits package.
- **Paid Time Off** - We understand the importance of taking time off to recharge and spend time with loved ones! Enjoy 3 weeks of paid vacation to start.
- **You're in Good Company** - You will build relationships with a dynamic, accountable, and engaged team fueled by our shared purpose.
- **Flexible Hours & Work Environment** - You have a life outside of work! We offer flexibility in your work schedule and work environment to help you do your best work and meet your commitments.
- **Saving for the Future** - To help you achieve your goals for retirement, we offer a Long-Term Matching Program to aid in your financial success by matching your contributions to an RRSP or TSFA.
- **Work with Inter-Disciplinary Teams** - Amazing things happen when you mix creativity, curiosity, teamwork, and a strong desire to collaborate and innovate. You will be part of diverse, inter-disciplinary teams to deliver important work for our clients and their communities.
- **Beautiful Office** - Do your best work in office spaces designed with your needs in mind. Each of our 15 offices has its own unique personality and design.

Join a diverse team of industry professionals at Urban Systems and take part in our mission of building vibrant communities across Canada!

## How to Apply

If this describes your background, skills and attributes please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly but you feel you are well suited to this opportunity, we encourage you to apply.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from diverse backgrounds and experiences, so we like to emulate that with the people we hire. We believe that diversity and unity amongst our teams leads to building vibrant communities.

<https://grnh.se/dc765f503us>

Deadline for applications: **December 1, 2021 at 10:00 AM MST**