

## **Community Planner**

### **Fort St. John or Dawson Creek, BC**

#### **About the Opportunity**

Our thriving Fort St. John and Dawson Creek offices are looking to add a talented and enthusiastic Community Planner to join our existing team of professionals providing exceptional service to our clients.

Community planning has been one of the strongholds of Urban Systems since our inception in 1975. Our strength is providing professional planning services to clients who are dealing with the interconnections between governance, policy, finance, community design, land use, mobility, and infrastructure. More and more of our clients are looking for innovative ideas and customized solutions based on an integrated perspective of these fields.

Our team is looking for an individual who can help continue to build the planning practice in northeastern BC while developing into a project and client leader.

In this role, you will benefit from the support and mentorship of industry professionals both locally and across our offices in western Canada, while working on exciting projects that make a difference in many communities. You will leverage your skills and experience in policy development and implementation, public engagement and communication, and client relations.

As a member of our planning practice, you can expect to be involved in:

- Working on a broad range of planning projects including policy and bylaw development, growth and development studies, community planning and design, strategic planning, and social planning;
- Conducting research, analysis, and report development;
- Spreadsheet development and statistical analysis;
- Research of best practices;
- Interpretation of legislation, regulations, and policies;
- Development of communication and engagement strategies, including implementation via various public engagement processes;
- Preparation of a variety of planning documents and presentations for clients and public engagement events;
- Preparation of proposals, surveys, grant applications, reports and presentations; and
- Attendance at meetings, workshops, and open houses, to liaise with clients and the public.

#### **About You**

Our preferred candidate will be a graduate of a relevant post-secondary program and have 1-2 years of relevant experience. APPI Regulated members required or preferred.

In addition, the following qualities would be considered a great benefit to this role, however, we will provide training and mentorship to the right candidate who demonstrates the desired attributes:

- A service-oriented mindset with a passion for helping urban, rural, and Indigenous communities in northern BC;
- A self-starter who is excited about working closely with nearby communities to help address their challenges;
- A problem-solver who is committed to continually delivering consistently high-quality work;
- A belief in the value of teamwork and collaboration and a willingness to learn and think creatively together;
- Ability to thrive in a self-directed work environment and take initiative;
- Comfortable with developing and nurturing positive relationships with people from varied backgrounds, including team members, clients and industry partners;
- Excellent communication skills with demonstrated proficiency in writing, verbal and visual communications, and delivering presentations;
- Strong organizational capabilities and the ability to work simultaneously on multiple projects with competing deadlines; and
- A demonstrated aptitude for research and the ability to efficiently and quickly translate complicated concepts into materials and deliverables for various audiences.

## How to Apply

If this describes your background, your skills and your natural talents, please check out our website for more information and submit your resume and cover letter.

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.

Deadline for applications: **Tuesday, July 6, 2021, at 9:00 am PST**

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