

Community Planner

Calgary, AB

About the Opportunity

We're looking for two Community Planners to join our Calgary Planning Team. We work on innovative projects that create meaningful and lasting change. We're excited to work with someone who is capable and collaborative, who will proactively support our local team with purpose, passion, and a desire to serve our client communities.

You will be involved in different types of planning projects and serve a variety of client communities. Your key responsibilities will be:

- Conducting research, analysis, and report writing
- Spreadsheet development, statistical analysis, and technical analysis
- Interpreting legislation, regulations, and policies
- Assisting in the preparation of planning documents, technical studies and preparing presentations for clients and public meetings
- Collaborating with the team to develop engagement and communication materials such as newsletters, pop-up board content, social media and website copy, and community surveys
- Attending meetings and collaborating closely with clients

About You

Our preferred candidates will have:

- a completed graduate degree in planning, OR
- a completed undergraduate degree in planning (or a related field) and work experience in the private and/or public sector

The preferred candidate will be someone who is early in their career, willing to learn, and is committed to working within a team to deliver high-quality work.

The following attributes are key to success in this role:

- A strong writer
- A demonstrated eagerness and enthusiasm to take ownership of their work, and learn from team members and clients throughout a project
- A tried-and-true toolkit of time management skills
- A demeanour and passion for serving urban, rural, and Indigenous communities in Calgary and surrounding areas.
- A self-starter who is opportunity-seeking and looking to expand and/or grow entrepreneurial traits and behaviours
- A belief in the value of collaboration and a demonstrated ability to think creatively when working with a range of perspectives
- A willingness and desire to work with interdisciplinary teams for a variety of clients

- Excellent communication skills with proficiency in written, verbal, and visual communication
- Excellent problem-solving skills that involve technical and non-technical matters
- Strong organizational capabilities, demonstrating project management skills and the ability to work simultaneously on multiple projects with different teams and varying timelines
- An ability to make connections with colleagues and industry partners, and demonstrate curiosity for process, opportunities, and personal development
- An ability to thrive in a self-directed work environment, take initiative, and consistently deliver high-quality work

About Us

At Urban Systems, vibrant communities are everything—including our own work community. Since 1975, we have grown to more than 550 people with 15 offices across Canada. Every day, our purpose-driven team works closely with our clients and their communities to deliver impactful work. We are proud to work with diverse clients, including Indigenous communities, all levels of government, commercial and residential land developers, and the natural resource sector.

Our Commitment to You

Are you looking for opportunities to lead challenging initiatives in your community? Join a diverse and supportive group of professionals at Urban Systems and take part in impactful work building vibrant communities across Canada. Here's what you can expect as a team member:

- **Competitive compensation.** Your skills and contributions are valued. You'll receive competitive compensation, extended health, dental, vision care coverage, and more!
- **Paid time off.** We encourage all team members to take time off to recharge and spend time with loved ones. Enjoy 3 weeks of paid vacation to start, in addition to statutory days off throughout the year.
- **Learn and grow.** Your professional growth & development is supported here. You are encouraged to take initiative and shape your career through coaching, in-house learning, technical courses, and more.
- **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.
- **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 long-term retirement goals, we offer a Long-Term Matching Program that matches your contributions to an RRSP or TFSA.

- **Support through transitions.** You will be supported through life's moments and transitions, big or small, including generous top-up for parental leave.
- **Create Lasting community impact.** *98% of Urban Systems employees believe that the work we do is important. Join a team of like-minded leaders and work together to bring impactful community projects to life!*

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 all walks of life and so do you. We believe that diversity and unity among our teams leads to building vibrant communities.

Deadline for applications: **Monday, October 31, 2022 10:00 am MDT**