

Situate | Full time

Development Strategy Planner

Edmonton, Canada | Posted on 09/02/2026

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Job Description

About Situate

Situate is a development consulting firm focused on housing and mixed-use projects in established areas. We work exclusively on development files—rezonings, subdivisions, development permits, and appeals—for private-sector clients.

Our work is grounded in development strategy: helping clients understand what they can build and how to get it approved, then managing the approvals process as efficiently as possible. We work closely with municipal planners, neighbours, and decision-makers and are deeply involved in how housing gets approved and built in Alberta municipalities.

The Role

We are hiring a Development Strategy Planner to work on active housing and mixed-use approvals files.

This is a technical role with client contact. You'll research, analyze, and draft the materials that move applications forward, and as your judgment develops you'll take on client relationships of your own on straightforward files, with complexity growing over time. You will be managing projects end to end from the start.

What You'll Be Doing

Drafting & Analysis

Prepare drafts of planning and development materials using existing templates and precedent files.

Research and summarize zoning bylaws, statutory plans, district plans, and City policies.

Create development strategy reports, rezoning rationales, and background materials that inform client decisions.

Job Information

Date Opened

09/02/2026

Job Type

Full time

Industry

Consulting

Salary

Starting: \$70,000 - \$88,000

City

Edmonton

State/Province

Alberta

Country

Canada

Zip/Postal Code

T5J 2Y2

Application Coordination

Coordinate rezoning, subdivision, and development permit applications, as well as SDAB and EDC hearings.

Track application progress and coordinate with City administration.

Prepare neighbour relations materials and community communications.

Client Contact

Work directly with clients on the files you're assigned.

Take on day-to-day ownership of client relationships.

Raise questions and concerns that need a more senior call rather than absorbing them.

Mapping, Data & Site Analysis

Prepare and maintain maps, organize spatial data, and support site and policy analysis.

Produce mapping for zoning analysis, site context, and client-facing materials.

Research & Coordination

Research housing policy changes, planning initiatives, and development trends.

Keep project information, files, and documentation current and organized.

Support production of Situate's Zone In newsletter.

Requirements

Who We're Looking For

Education: A degree in Urban Planning. RPP/MCIP designation or eligibility is an asset.

Experience: Some experience in planning or development approvals — whether in a municipality, a consultancy, or a related setting. Edmonton experience is an asset but not a requirement; a willingness to learn quickly is.

Skills & Attributes:

Strong communication skills, and the ability to explain complex rules clearly.

Detail-oriented, organized, and reliable with deadlines.

Comfortable with data, maps, and technical information; GIS experience is an asset.

Proficient in Google Workspace; familiarity with Canva, QGIS, Affinity Designer, or SketchUp is a plus.

Willing to work directly with clients and grow into owning those relationships.

You finish what you start without needing to be chased.

Genuinely interested in the messy, market-driven process of getting housing built.

This is a demanding role on a small team. You'll be given real responsibility and expected to carry it.

Benefits

What We Offer

Permanent full-time position (35 hours per week).

Rewarding work: Live files that go to City administration, Council, and appeal boards — not background research or policy documents nobody reads.

A clear growth path: Autonomy, client ownership, and compensation increase with demonstrated capability. This role leads to Development Strategy Lead.

Hybrid work: Minimum 3 days per week in our Edmonton office.

Benefits: Health spending account, flexible work options, and professional development support.

How to Apply

There are two ways to apply: please either send your resume and cover letter to jobs@situateinc.ca with the subject line: "Development Strategy Planner – [Your Name]" or apply by clicking "I'm Interested" below.

Please ensure your application is submitted by midnight on **September 20**.

Please include in your cover letter:

Why housing and infill development interest you, and how you align with our core values.

A planning, housing, or development issue in Edmonton that you've been thinking about.

A skill or experience that would make you useful on a development consulting team.

One non-work thing about you (briefly).

Already applied for our Development Strategy Lead posting? You don't need to reapply; we're considering those applications for this role. You're welcome to send anything you'd like to add.

The Selection Process

Applications will be reviewed after the September 20 deadline. Shortlisted candidates will hear from us the week of September 21, and will be invited to:

Complete a short strategic assignment

Complete a skills and working-style assessment

Participate in an interview