

Community Consultant

Vancouver, BC

About the Opportunity

Our Vancouver office is looking to add a talented and enthusiastic Community Consultant to join our existing team of professional planners, engineers, and other professionals serving clients and communities across Metro Vancouver and British Columbia.

The Strategic Services team is a dynamic practice area servicing local governments and Indigenous communities as well as provincial and professional organizations. We assist clients in working through problems to discover solutions tailored to their needs. Our team features a variety of professionals with backgrounds in planning, engineering, management consulting, finance, and project management, who leverage our expertise and perspective to deliver projects in the areas of:

- Asset management for engineered and natural assets.
- Community finance and strategy.
- Development finance.
- Governance and service delivery planning.
- Local government finance and strategic service delivery.

Coupled with the diverse learning and project experience opportunities, do you see yourself excited to contribute to:

- Conducting research and synthesizing background materials, technical reports, and policy documents.
- Performing quantitative and qualitative analysis, including financial modelling, asset valuation, and cost projections.
- Gathering, organizing, and maintaining datasets from multiple internal and external sources.
- Supporting policy, bylaw, and other regulatory document development through research and drafting.
- Preparing high-quality materials such as reports, proposals, funding applications, and strategic plans to support government decision-making, including staff and council.
- Developing clear, visually engaging presentations, briefing notes, and engagement materials.
- Collaborating with internal teams and external clients, contributing to project meetings, and tracking follow-up actions.
- Ensuring accuracy and consistency in deliverables while contributing to continuous improvement of tools, templates, and team processes.

About You

Our focus is on finding the right person to join our team, and we welcome candidates from a variety of backgrounds, including those with education or experience in business administration, planning, engineering, or related fields, with up to three years of relevant experience.

The core skills that will help you succeed here include:

- You are an excellent communicator, both verbal and written, and can convey information to a wide array of audiences.
- You are passionate about building a relationship-centred consulting practice, engaging local governments and Indigenous communities to understand the various issues they face.
- You are able to clarify and synthesize complicated concepts and both qualitative and quantitative data.
- You have basic knowledge and aptitude for public sector financial administration and are able to comfortably and confidently read, analyze, and communicate financial plans and statements.
- You take personal responsibility for the quality and timeliness of work and achieve results.
- You are technically proficient and experienced with Microsoft Office.
- You have the ability to quickly develop a rapport with others, both internally and with external clients.
- You have strong organizational skills and can manage multiple demands on an ongoing basis.
- You are a problem solver and are able to make connections and identify solutions suitable for the context.
- You consistently demonstrate a high level of energy and handle demanding workloads, competing demands, distractions, and interruptions with professionalism and ease.

About Us

Urban Systems is a Canadian employee-owned interdisciplinary community consulting firm. We are united in our mission to transform communities everywhere into vibrant places where people want to live today, tomorrow, and forever.

At Urban Systems, vibrant communities are everything—including our own work community. Since 1975, we have grown to more than 700 people with 18 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.

We care for our communities and for our people. It's our differences that make us exciting, and our shared belief in Urban Systems that binds us together. We're searching for the creative

and passionate and the curious and courageous to join us in creating meaningful and generational change in communities.

Our Commitment to You

Are you looking for opportunities to participate in challenging projects and work with multiple teams? 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 at Urban Systems:

- **Competitive Compensation and Benefits.** You'll receive competitive compensation, extended health, dental, vision care coverage, and more. **This position will have a salary range of \$66,000.00 - \$82,000.00 per year based on a 40-hour work week.** The range is negotiable based on your skillset and experience.
- **Paid Time Off.** We encourage all team members to take time off to recharge. 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 Interdisciplinary Teams.** Amazing things happen when you mix creativity, curiosity, teamwork, and a strong desire to collaborate and innovate. You will be part of diverse, interdisciplinary teams to deliver important projects 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 (up to 5%) to an RRSP or TFSA.
- **Support through Transitions.** You will be supported through life's moments and transitions, big or small, including top-up for parental leave for both biological and adoptive parents.
- **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 amongst our teams leads to building vibrant communities.

Deadline for applications: **Thursday, February 19, 2026, at 9:00 am PST**