

INTERN PLANNER

RECRUITMENT OPPORTUNITY

Township Planning + Design Inc.

DEADLINE TO SUBMIT: FEBRUARY 12, 2024

FIRM PROFILE

ABOUT TOWNSHIP

Township Planning + Design Inc. is a private planning firm specializing in land use planning and urban/community design. We work at all scales from single acreage subdivisions to large-scale multi-use developments. This includes complex industrial and commercial land uses and business parks. We can design and implement projects of any size from residential communities to projects that support mixed-use buildings. Township also has experience with the planning and approvals of integrated and large scale sports venues. We have developed venue diversification and long-term plans for large-scale events at sports facilities.

We recognize how complex the development approvals process is and value our role as advocates for our clients. Our years of experience make us a trusted resource in the creation of thoughtful and sensitively planned projects which are highly integrated with servicing requirements and landscape architecture.

CORE VALUES

Our core values are the source of our ever-evolving work culture. While Township continually adapts to changing marketplaces and attracts new talented individuals, our core values as a company remain rooted in our corporate DNA.

- **PASSION FOR LEARNING & INNOVATION**

We embrace and drive change in the land development industry through commitment to best practices, open-mindedness, and the pursuit of executing creative design solutions for the betterment of our community.

- **SUCCESS THROUGH COLLABORATION**

Alone we can do little, but together we can do much. Our success is a product of our ability to respectfully collaborate and find synergies within our team, and with our clients.

- **CLIENT FOCUSED**

We are trusted advisors that can understand and transform development goals into top-notch deliverables. We constantly strive to deliver professional outcomes, provide timely and accurate advice, ensure clients are listened to, and balance objectives of the approving authority and the client.

- **EMPLOYMENT EQUITY**

We are an equal opportunity employer without regard to race, ethnicity, creed, colour, religion, gender identity, sexual orientation, age, marital status, physical and/or mental disability, or financial ability. We offer a proactive and positive work environment.

WHY TOWNSHIP?



WHAT WE OFFER

- **ENGAGING OFFICE SPACE**

We take pride in our space that sparks creativity, individual expression, and collaboration. You will have access to a personal work station, communal think/fun zone, a kitchen, and a privacy area.

- **INVESTMENT IN YOU**

Your growth is one of our top priorities. You will have ample opportunity to learn about the planning profession and about yourself. We encourage a curious mindset.

- **EMPATHETIC LEADERSHIP**

We value building meaningful connections and developing deep trust with each member of the team. We all have different thoughts, feelings, and emotions, and we celebrate the unique threading that makes you, you.

- **RANGE OF EXPERIENCE**

You will be collaborating with team members from different backgrounds and variable ranges of professional experience. You will have the chance to work on a wide scale of projects and your tasks will vary as such. No two days will be the same.

THE ROLE

DESCRIPTION

As an Intern Planner at Township, you will work on a variety of land development planning projects within the greater Calgary region. You will have the opportunity to provide diverse planning and design support to the team to provide tailored solutions to clients and achieve their goals. You will work alongside recent graduates to seasoned veterans, and will find yourself surrounded by a team that is dedicated, innovative, and solution focused.

CORE RESPONSIBILITIES

- Supporting the team on a range of site-based, local area, and master planning projects.
- Assisting with the preparation of various planning briefs and comprehensive reports.
- Assisting in writing policy and guidelines, including relevant research.
- Assisting with the facilitation of public engagement events and programs.
- Assisting with the preparation and delivery of presentations to decision-making bodies.
- Preparing concise and effective graphics, maps, and illustrations.
- Supporting the team and office environment as required.

DETAILS & REQUIREMENTS

TITLE: Intern Planner

DEADLINE TO SUBMIT: February 12, 2024

PLACEMENT TERM: Full-time summer period (April 29 to August 30, 2024) with opportunity for up to two additional four month term extensions based on performance and firm work capacity.

REQUIRED EXPERIENCE: Enrolled in a graduate level degree in the field of planning.

REQUIRED EDUCATION: Undergraduate level degree.

COMPENSATION: TWP offers competitive wages and compensation packages.

HOW TO APPLY

We want to hear from you! Please email the following to amelia@twpplanning.com:

- Cover Letter
- Resume
- Portfolio

Candidates must be eligible to work in Canada and must hold a valid Class 5 Driver's License.

SKILLS + ASSETS

WHAT WE'RE LOOKING FOR IN A CANDIDATE



PLANNING ENTHUSIAST

A curiosity and passion for city building and placemaking



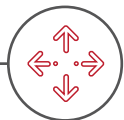
GO GETTER

A self-starter within a dynamic and collaborative team environment



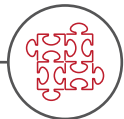
TEAM PLAYER

Someone who is people-centric and an active listener



DISTILLER

A capacity to synthesize and share complex ideas and solutions



PROFESSIONAL JUGGLER

Someone who is organized and can multitask with attention to detail



TIME AWARENESS

A capacity to set goals, manage timelines, and meet challenging deadlines



PROCESS + POLICY EXPERTISE

An understanding of Regional planning processes and provincial legislation



EYE FOR DESIGN

Strong urban and graphic design understanding



SOFTWARE PRO

Strong proficiency in Adobe Creative Cloud, AutoCAD, ArcGIS, 3D modeling



HUMAN TOUCH

A depth of public engagement experience and expertise