

Community Planning Coordinator (Full Time)

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay, and the South End including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits, and is ideally situated on Southern Vancouver Island.

The Municipality of North Cowichan invites applications from candidates with the proven qualifications, skills and abilities for the position of Community Planning Coordinator on a full-time basis. The Municipality is seeking a forward-thinking, highly motivated and creative individual who is passionate about long range planning and policy development to join our busy Development Services Department team.


Reporting to the Director of Development Services, this is an exciting professional opportunity for a seasoned professional who has superb communications skills (both oral and written), a strong ability to see the big picture and "think on their feet", a flexible attitude and ability to adjust to shifting expectations on short notice, and a strong desire to coordinate the collaborative work of often divergent and unique perspectives and opinions. The Community Planning Coordinator must be able to work well in a team environment and be able to build and maintain relationships with internal and external stakeholders. Other requirements include the ability to manage complex projects and to prepare and present reports with a high level of professionalism and attention to detail.

Primary responsibilities for this position will include managing strategic long-range and community planning initiatives, including but not limited to: coordinating updates and development of new and existing community, neighbourhood and other related policy plans, updating planning bylaws and policies, internal liaison with all other municipal departments on a variety of multi-department and corporate projects and initiatives, coordination of public and development community outreach, preparation of planning project grant applications, and communications with First Nations and other local government agencies on a variety of initiatives.

Required Skills, Qualifications, and Abilities:

1. A CIP-accredited master's degree in planning (urban, regional, community, natural resource/environmental) or a degree in a related discipline (e.g. geography, urban studies) is strongly preferred.
2. Membership or eligibility for membership in PIBC and CIP (candidate or full member) would be an asset.
3. Minimum five years relevant community planning experience, preferably in a local government environment. Experience overseeing development, updating and implementation of Official Community Plans and neighbourhood plans will be considered an asset.
4. Sound knowledge of the principles and practices of municipal planning in British Columbia, including applicable planning legislation.

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5. Proficiency and extensive experience engaging with the public. Certification with the International Association of Public Participation (IAP2) is preferred.
6. An ability to communicate in a clear, concise and considerate manner (e.g. emails and other correspondence to the public, committee and Council reports, reports to internal and external departments, answering enquiries, and presenting planning reports).
7. Supervisory experience will be considered an asset.
8. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.
9. The position may be physically demanding; candidate must be able to successfully perform all duties associated with the position. A medical certificate attesting to suitability for this position may be required.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate will be required to undergo a police information check.

A competitive salary and comprehensive benefit package is offered. This position is excluded from union membership.

Please submit cover letter and resume clearly detailing how your skills, qualifications and abilities match those required for this position by **4:30 p.m., on Thursday, February 15, 2018**. If you will be sending your application by way of email, PDF format is preferred.

Please reply to the undersigned, quoting the competition number and position title.

Human Resources Department

hrapply@northcowichan.ca

Fax 250.746.3139

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

