

Planning Student

Victoria, BC

About the Opportunity

Urban Systems is currently looking for a planning student to join our Victoria planning practice for a four-month paid internship. The placement will run from approximately May to August 2022. The Planning Student will provide support to a multi-disciplinary team of planners, contributing to projects in land development, active transportation, asset management, public engagement, and grant writing.

The position will be based in our Victoria office. We are seeking a student that is able to work in-person to provide direct support to the project team. Urban Systems follows all Provincial health orders to ensure a safe and healthy work environment. The office also provides a flexible work environment which allows the opportunity to work remotely and from home.

We strive to build internship opportunities that are exciting, challenging, rewarding, and offer exposure to the wide-ranging nature of planning. Our goal is for you to come away with new points of view and an enhanced skillset that will serve you well in your future career.

In this position, you will find yourself in a supportive, fast-paced consulting environment, working alongside planners and other professionals on a diverse range of projects. We will aim to provide as much freedom and responsibility as you seek and can handle, based on the quality of your work, your interests, and your passion. In general, you can expect to be involved in the following kinds of activities:

- Conducting research, preparing background reports, and supporting projects for local government, land development, and First Nations clients (e.g., land use reports, transportation plans, engagement materials, studies, bylaws, etc.).
- Assisting in the preparation of proposals, presentations, surveys, and reports.
- Attending and supporting public meetings, workshops, and open houses as required.
- Working with and learning from planners at a range of levels and practice areas, as well as other related professionals.

About You

This position is for students currently enrolled in a planning program accredited by the Canadian Institute of Planners. This position will also consider new graduates that have completed their degree in 2022. We are always open to considering strong candidates from other backgrounds. If your skills and interests align with what we're looking for, we encourage you to apply. We're looking for the following skills, traits, and interests:

- Curiosity in a wide range of planning topics, including land use planning, transportation, housing, parks and recreation, economic development, community governance, asset management, and local government finance.
- Excellent verbal communications skills, an ability to write well, and experience translating technical jargon into plain-language materials.

- Proven ability to conduct research, including the collection and analysis of qualitative and/or quantitative data.
- Familiarity with Adobe Creative Suite, ArcGIS, and Microsoft Office Suite is an asset.
- Skilled at connecting with people, asking questions, and working on teams.
- Interest and/or experience working with a wide range of clients including local governments, First Nations, public corporations, private landowners, and provincial and federal governments.
- Open to working on projects throughout Western Canada with communities of all sizes.
- Desire to work in a fast-paced environment with a team of professionals who are deeply committed to exceeding client expectations.

About Us

At Urban Systems:

- We are community consultants, brought together by our shared values, and a deep commitment to building vibrant communities.
- We are local, connected, and invested in our communities.
- We are built on relationships.
- Curiosity and the pursuit of vibrancy inspires us.
- We care, and it's reflected in the work we do and in our culture.

Our Commitment to You

At Urban Systems, our team is at the forefront of everything we do. We are committed to putting our people first! Some of the benefits you can expect as part of our team include:

- Competitive compensation
- Ongoing support for your professional growth & development through mentorship and peer-coaching opportunities
- Opportunities to create impact as part of an inter-disciplinary team
- Flexible work hours & environment
- A tight-knit culture exemplified by respect and inclusion for all
- Fun and engaging team events
- Beautiful office space to do your best work

How to Apply

If this describes your background, skills, and attributes please visit our website for more information and submit your resume, writing sample 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: Monday, March 28th 2022 9:00 am PST