

Planning Student

Victoria, BC

About the Opportunity

Urban Systems is currently looking for a planning student or recent grad to join our Victoria planning practice. The placement will run from approximately January to April 2024, with the potential to extend into the summer. We are seeking a student who is able to work in-person to provide direct support to the project team. The office provides a flexible work environment which allows the opportunity to work remotely and from home on occasion as needed.

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.

The Planning Student will provide support to a multi-disciplinary team of planners, contributing to projects in land development, active transportation, development finance, asset management, land use planning, public engagement, and grant writing.

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 engagement sessions, 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 ideal for students currently enrolled in, or recently graduated from, a planning program accredited by the Canadian Institute of Planners. That being said, we are always open to considering strong candidates from other backgrounds. Consideration will be given to other related programs, such as urban studies, urban development, regional planning, urban design, community planning, economics, finance, geography, and environmental studies.

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 community and land use planning, public engagement, communications, development and local government finance, asset management, transportation, economic development, governance, and indigenous planning.

- Skilled at connecting with people, asking questions, and working on teams.
- Excellent verbal communication skills, 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.
- Proficiency in Microsoft Office Suite (excel, word, PowerPoint) is a must.
- Interest and/or experience working with a wide range of clients including local governments, First Nations, 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 serving our clients.

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:

- Meaningful rewards and recognition. **This position will have an hourly range of \$23.00 – \$25.00 an hour.** The range is negotiable based on your skillset and experience.
- 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 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: Tuesday November 14, 2023, at 9:00 am PST