

PLANNING ASSISTANT (Full-Time)

Planning Department



Overview

The City of Chilliwack is one of the fastest growing communities in Canada and is home to more than 100,000 residents. As Chilliwack continues to grow, densification of our urban corridor continues to progress leading to innovative design and revitalization of the downtown core. In addition, development of large-scale industrial projects continues due to the prime location of Chilliwack as a gateway between the lower mainland and the rest of Canada. In this growing community, Chilliwack's Planning Department offers opportunities for planners to gain a broad range of experience by working on a variety of exciting projects and development applications located within the urban corridor, hillsides (subject to environmental and geotechnical constraints), the Agricultural Land Reserve and properties subject to floodplain considerations.



Are you the one we're looking for?

If you want to work for a supportive, forward-thinking employer in a City with exceptional outdoor amenities including world class hiking, mountain biking and fishing only minutes away, easy access to Cultus Lake and a rich history, then Chilliwack is the place for you.



The City of Chilliwack is committed to truth and reconciliation and strives to create an inclusive and accessible workplace. Chilliwack is proud to be a competitive employer offering opportunities for professional development including continuing education, competitive compensation and comprehensive benefits packages, including reimbursement of moving expenses, and a focus on corporate wellness.



The Planning Assistant role provides an excellent opportunity to gain relevant experience in the Planning field designed to promote professional development and the potential for future career advancement. In this dynamic position, you will have an opportunity to engage in a variety of administrative and planning related tasks. In order to be successful as a Planning Assistant you must have exceptional interpersonal, written and verbal communication skills with an ability to grasp concepts quickly and interpret complex technical information, policies and procedures and explain them to the public. You are also a team player with a proactive and innovative attitude.

Reporting to the Manager of Development Planning you will: be the primary public face for general inquiries to the Planning Department, confirm zoning and land use designations, research property information, review applications for completeness, prepare notices, coordinate and process the flow of documents between Departments and staff as well as perform other duties as required.



Please see attached job description for more information.

How to Apply:

Job Title: Planning Assistant

Compensation: \$43.25/hour

Competition Number: 2025-52

Closing Date: July 9, 2025 at 4:30pm

Visit: <https://jobs.chilliwack.com/> to apply for this or other positions.