

COMMUNITY PLANNER

ABOUT US

CitySpaces Consulting is an award-winning, values-driven firm and a leading provider of community planning, development consulting, and engagement services in communities throughout Western and Northern Canada. For over 40 years, we have been committed to “building lasting, livable, and inclusive communities” with a spotlight on social sustainability. We are known for our professionalism, dedication, social ethic, and inclusive approaches.

THE POSITION

CitySpaces is seeking a Community Planner to join our team. This is a full-time intermediate position based out of our Vancouver office. We are seeking a generalist planner who can contribute to a diversity of projects but are always interested to learn about candidates' areas of interest or specializations, and how they could potentially strengthen our team.

THE POSITION WILL INVOLVE

- Working as part of CitySpaces' community planning team, supporting or leading a wide variety of planning and engagement projects such as:
 - **Housing Planning:** Housing needs assessments, housing action plans and strategies, and housing policy;
 - **Social Planning:** social policy studies, homelessness strategies, poverty reduction plans, childcare needs assessments and action plans, and program development;
 - **Indigenous Planning:** Indigenous and northern community planning, engagement processes, and policy planning; and
 - **Land Use + Regulatory Planning:** Land use planning, regulatory planning, and bylaw drafting.
- Undertaking diverse forms of research and analysis, and writing concise memos, letters, and comprehensive reports.
- Leading community engagement activities, facilitating sessions, creating surveys, analyzing the results, and preparing engagement summary reports.
- Undertaking statistical analysis, including preparing spreadsheets, tables, graphs, and charts to illustrate data trends and verify engagement findings.
- Analyzing and interpreting data and synthesizing technical research into readable narrative that can be easily understood by a broad audience.
- Leading and supporting the development of proposals and other business development activities.
- Contributing to meaningful, innovative, and impactful projects that push the planning field forward to address complex problems and the needs of communities.

- Periodic travel throughout Western and Northern Canada. Evening and weekend meetings are occasionally required.
- Having the opportunity to work on projects based in a broad range of geographies and contexts from urban centres to small towns and rural areas.

JOB SPECIFICATIONS / WHAT WE'RE LOOKING FOR

- Member of the Canadian Institute of Planners (strongly preferred) or a Candidate Member / eligibility for membership.
- A minimum of three to five years of employment in a community planning context, ideally including experience related to policy, housing, social planning, or land use planning. This position is intended for an intermediate planner who is ready to grow into leading projects.
- Demonstrated ability to manage multiple projects simultaneously, coordinate competing priorities, and consistently deliver high-quality work on schedule.
- Demonstrated ability to write clear, concise reports, and to analyze numbers and qualitative information efficiently and accurately to support findings.
- Familiar with common data sources used in community planning and development research, such as Statistics Canada, BC Stats, and CMHC, and experienced in using Excel to manage large datasets and high volumes of information.
- Strong verbal and written communication skills, with an understanding of how to adjust the approach when communicating with the public, clients, councils or boards, and when writing technical reports.
- Collaborative, energetic team player with a focus on productive outcomes.
- Familiarity with British Columbia's *Community Charter* and *Local Government Act*, including recent housing-related legislative changes and their implications.

ADDITIONAL ASSETS

While our focus is on hiring a generalist planner who can contribute to a variety of projects, we also value candidates who bring unique skills or specializations to the team. The following skills are **not required** for this position but would be considered an asset:

- Understanding of, or experience working in, a consulting environment.
- Experience working in Indigenous, Yukon, and northern contexts.
- Experience with, or familiarity with, both urban and rural communities, including an understanding of how the use and effectiveness of planning tools and policies can vary by location.
- Technical skills and confidence in data analysis and modelling, including experience using Statistics Canada's Beyond 20/20 software.
- GIS skills, including spatial analysis and mapping experience using ArcGIS Pro or QGIS.
- Experience in land use economics, financial analysis, and development feasibility analysis.

- Graphic design skills.
- A valid BC driver's licence.

COMPENSATION, TEAM, + COMMUNITY

- **Compensation:** \$80,000 to \$92,000, based on experience.
- **Vacation:** Three weeks of vacation, plus six personal days and four additional paid days off during our December holiday closure, for a total of 25 days to start.
- **Culture + Workplace:** A collaborative and collegial environment, with a highly supportive and inclusive culture that values family and work-life balance.
- **Values + Mission:** CitySpaces focuses on inspiring, meaningful projects that make a positive impact on communities.
- **Volunteering:** We encourage and support staff who volunteer in their communities.
- **Work Arrangement:** A hybrid arrangement that combines in-office and at-home work, with a minimum of three days in the office each week.
- **Other Benefits:** A transportation allowance, an extended health and wellness benefits package, payment of professional dues, and annual funding for professional development.

OUR TEAM

At CitySpaces Consulting, we are:

- Passionate about social purpose real estate and policy, and we care deeply about the people and places where we live and work.
- Curious and creative problem solvers who find resourceful, collaborative ways to tackle challenges.
- Determined, strategic, and persistent, moving our projects forward in our clients' best interests while staying true to our values.
- Good listeners, thoughtful advisors, and strong advocates.

If this sounds like you, please apply by submitting your CV and cover letter to careers@cityspaces.ca

The posting will remain open until the position is filled.

CitySpaces evaluates applicants based on their skills, experience, and ability to carry out the duties of the position. We believe everyone should have fair and equal access to jobs and opportunities, regardless of age, gender, sexual orientation, religion or faith practice, ethnicity, socio-economic background, place of origin, family situation, or other characteristics. We encourage anyone interested in this position to apply.