

### OVERVIEW

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Landmark Planning & Design Inc. is a multi-faceted land use planning firm based in Winnipeg, Manitoba. We specialize in rural and urban land use planning, public and stakeholder engagement, development approvals, and subdivision design.

Landmark is looking to hire a Planner to join our team! The position offers an exciting opportunity to work closely with each of our team members on a variety of planning projects in Winnipeg, the Manitoba Capital Region, and beyond. This is a full-time, permanent position, beginning on January 4th, 2021. Our firm offers competitive remuneration, flexible working hours, and a fun office environment.

### RESPONSIBILITIES

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Responsibilities will include the following:

- Assisting with the preparation of development plans, secondary plans, and zoning by-laws
- Coordinating development applications and the approval process
- Assisting with public consultation and stakeholder engagement processes, including logistics, presentations, and meeting minute support (may require participation outside of typical office hours)
- Undertaking research and analysis on various topics
- Preparing background studies and writing planning briefs
- Providing mapping, design, and graphics support (if applicable)

### QUALIFICATIONS AND EXPERIENCE

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Key qualifications and experience for this position include:

- Approximately five years of experience working in planning or a related field
- A Masters Degree in City Planning or a related discipline
- Working knowledge of relevant provincial legislation and the local planning framework
- Strong interest in urban and rural planning and development, as well as public engagement
- Proficient in Microsoft Office
- Proficient in ArcGIS, AutoCAD, and/or Adobe Creative Suite (an asset, but not required)
- Excellent research and analysis skills
- Excellent communication skills, both written and oral
- Strong interpersonal skills
- Ability to work both independently and as part of interdisciplinary team
- Strong time management and organizational skills
- A passion for planning and an eagerness to learn

If you are interested in this exciting opportunity, please forward your resume and portfolio (if applicable) to [info@landmarkplanning.ca](mailto:info@landmarkplanning.ca) by Friday, December 11th at 4:00 PM CST. We look forward to hearing from you.

Sincerely,



Donovan Toews, MCIP, RPP  
Principal, Landmark Planning & Design Inc.