

Community Planner

Location: Winnipeg, MB (on-site)

Full-time, Permanent

ABOUT HTFC

HTFC Planning & Design works where people, land, and design meet. Our team brings together planners, landscape architects, and technical specialists to support communities in shaping meaningful, lasting relationships with the land. We've partnered with Indigenous, rural, urban, and northern communities for more than 50 years, on projects grounded in respect, curiosity, and collaboration. Each project is an opportunity to learn, listen, and work in ways that reflect local priorities and connections to place. Learn more about us at: htfc.ca or on social media: @htfcwpg (Instagram, Facebook and LinkedIn)

ABOUT THE ROLE

The Community Planner will play a key role in developing plans and projects that advance the values, needs, and priorities of the communities we work with.

You'll collaborate with planners, designers, community partners, and other professional and technical experts on a range of projects. Current work includes land use planning; Indigenous Protected Areas and Guardians; environmental assessment participation; community, regional and municipal planning; land analysis & selection; GIS mentorship; and climate adaptation planning. This role is ideal for someone who enjoys both people-focused and detail-oriented work—someone who's comfortable leading discussions in a community hall one day and drafting policy text the next.

You will contribute to planning projects across Manitoba, Saskatchewan, and Northwestern Ontario, with periodic travel for meetings, interviews and community consultation. Many of our projects are delivered in partnership with Indigenous communities – often through decades-long working relationships.

KEY RESPONSIBILITIES

- Support the development of community and land use plans at local and regional scales.
- Support community and Indigenous-led processes that respect diverse knowledge systems, governance systems, and relationships to the land.
- Prepare work plans, reports, background documents, and policy recommendations.
- Assist with planning analysis, research, writing, and graphic communication.
- Facilitate or support community and stakeholder engagement activities.
- Collaborate with HTFC planners, landscape architects, and GIS specialists on interdisciplinary projects.
- Contribute to project coordination, quality assurance, and client communication.
- Participate in internal learning and mentorship to support your professional growth.

WHAT YOU BRING

Must-Haves:

- Post-secondary education in planning, natural resources, geography, environment, or a related field, or equivalent combination of training and experience.
- Academic or practical experience in community, municipal, environmental, or land use planning.
- Strong written, verbal, and visual communication skills.
- Strong work ethic and high efficiency.
- Excellent organization, time management, and teamwork abilities.
- Ability and willingness to travel for project work (1–4 days per trip).

Nice-to-Haves:

- Experience supporting Indigenous or community-led planning projects.
- Familiarity with GIS tools or collaboration on spatial mapping.
- Visual communication skills, including layout and presentation design (Adobe Suite).
- Knowledge and understanding of legal and historical context relating to Indigenous lands, treaties, and claims.

WHY WORK WITH HTFC

HTFC offers a flexible and supportive workplace where learning and professional growth are part of everyday work. You'll join a hard-working collaborative team that values curiosity, mentorship, and shared success.

We provide an excellent health and life insurance package, ongoing professional development support, and opportunities to work on a diverse range of projects that make a real difference.

Our office is located in Winnipeg's East Exchange District, a bright, creative space equipped with fitness facilities, showers, and secure bike storage, with easy access to the river walk and public transit.

DETAILS & HOW TO APPLY

Location: On-site in Winnipeg, MB (remote work (1 day per week) available after first year of employment).

Salary: To be confirmed with the applicant based on their level of experience.

Applications will be reviewed on a rolling basis until **Wednesday, November 12, 2025, at 11:59p.m.**

Apply by Email: Send your résumé and a brief cover letter (and portfolio, if available) to employment@htfc.ca with "Community Planner Application" in the subject line

HTFC is committed to equity and inclusion in our hiring practices. We strongly encourage applications from Indigenous candidates and individuals from diverse backgrounds. We value lived experience, community knowledge, and willingness to learn alongside formal education or training. If you require accommodations at any stage of the recruitment process, please contact: employment@htfc.ca.