

Landmark Planning & Design

Junior Planner Opportunity

Overview

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, and are recognized in Manitoba as being leaders in these areas.

Landmark Planning is looking to hire a junior planner to join our team! As a junior planner you will work closely with each of our team members on a variety of land use planning related projects. This is a full-time term position from April to August 2020, with the possibility of converting to a permanent position at the end of the term. Our firm offers competitive remuneration, flexible working hours, and a fun office environment.

Responsibilities

Responsibilities will include the following:

- Meeting minutes and stakeholder engagement support
- Logistics support
- Research and analysis
- Data analysis, including the creation of tables and charts
- Summarizing reports, policies, and other documents
- Writing planning briefs on various topics
- Mapping, design and graphics support
- Data entry and input

Qualifications and Experience

Qualifications and experience should include the following:

- Attained or attaining a Master's Degree in City Planning OR a Bachelor's Degree in a related discipline [Urban Studies, GIS, Geography, etc.]
- Strong interest in urban and rural planning and development
- Proficient in Microsoft Office, ArcGIS, AutoCAD, and Adobe Creative Suite
- Proficient in research and analysis, data entry, and synthesis of information
- Strong communication skills, both written and oral
- Strong interpersonal skills and an eagerness to learn
- Ability to work both independently and as part of interdisciplinary team
- Strong time management skills

If you are interested in this exciting opportunity, please forward a cover letter, resume, sample of your writing, and portfolio (if applicable) to info@landmarkplanning.ca by Friday, March 27th at 4:00PM CDT. We look forward to hearing from you!