

Landmark Planning & Design

Summer Internship Opportunity

Overview

Landmark Planning & Design Inc. is a multi-faceted land use planning firm based in Winnipeg, Manitoba. Our areas of practice include land use planning, stakeholder engagement, development approvals, landscape architecture, and subdivision design.

Landmark Planning is looking to hire a planning student for a summer internship. The intern will work closely with our team members on a variety of land use planning related projects. The position will run from early May 2021, until the end of August 2021. The position offers at least 30 hours per week, with the possibility of additional hours depending on workflow. Our firm offers competitive remuneration, flexible working hours, and a fun office environment.

Responsibilities

Responsibilities will include the following:

- Research and analysis
- Data entry and input
- 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
- Meeting minutes and stakeholder engagement support
- Logistics support

Qualifications and Experience

Qualifications and experience should include the following:

- Working towards a Masters Degree in City Planning or a related discipline (Urban Studies, GIS, Geography, etc.)
- Working knowledge of relevant provincial legislation and the local planning framework
- Proficient in Microsoft Office, ArcGIS, AutoCAD, and/or Adobe Creative Suite
- Proficient in research and analysis, data entry, and synthesis of information
- Strong communication skills, both written and oral
- Strong interpersonal skills
- 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, April 23rd at 4:30 PM CDT. We look forward to hearing from you!