

Landmark Planning & Design

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 Intern to join our team. As a Planning Intern you will work closely with our team members on a variety of land use planning related projects. The position will run from early May 2023, until the end of August 2023. This is a full-time position with the possibility of extension 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:

- 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
- Meeting minutes and stakeholder engagement support
- Logistics support
- Development application coordination

Qualifications and Experience

Qualifications and experience should include the following:

- Attained or attaining a 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
- Proficient in research and analysis, data entry, and synthesis of information
- Strong communication skills, both written and oral
- Strong interpersonal skills
- Strong 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, February 24th at 4:30 PM CST. We look forward to hearing from you!