



**Richard + Wintrup**  
**Planning & Development**  
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## Junior Planner

### Overview

Richard + Wintrup Planning & Development is a Winnipeg based consulting firm with decades of experience providing high quality planning, zoning, by-law, consultation services, and overall support to keep projects moving forward.

The position of Junior Planner is an entry-level consultant position within professional planning. Working closely with our team members, this position is tasked with supporting a variety of projects in all areas of development and policy planning. The position offers at least 25 hours per week with a competitive remuneration and flexible working hours.

### Position Details

- Support small-, mid- and large-scale urban planning projects including municipal/district development plans, secondary/concept plans, local site-specific plans and guidelines
- Support development approval processes including research/analysis and coordination with Planning Authorities
- Support a variety of Community Engagement processes including use of interactive, comprehensive engagement tools (face to face, input gathering and on-line engagement)
- Support technical requirements related to urban planning projects including spatial analysis and mapping
- Support project delivery including reporting writing and professional formatting

### Qualifications and Experience

- Masters Degree in City Planning or a related field of study (Urban Studies, Landscape Architecture, GIS, Geography, Architecture, Public Policy, etc.)
- Ability to work both independently and as part of interdisciplinary team
- Proven knowledge and experience working with Microsoft Office, ArcGIS, AutoCAD, and/or Adobe Creative Suite an asset
- Technical skills including statistical analysis, report writing and mapping
- Proven communication and interpersonal skills, both written and oral
- Experience in community engagement and associated engagement tools
- Private sector consulting experience a plus

If you are interested in this exciting opportunity, please submit your cover letter, resume, and portfolio (if applicable) via email to [admin@richardwintrup.com](mailto:admin@richardwintrup.com). The deadline for submission of applications is **October 31<sup>st</sup>, 2021**.