



**CALL FOR VOLUNTEER EXPRESSIONS OF INTEREST:  
EDITOR – *PLANNING WEST* MAGAZINE**

Exciting Opportunity to Contribute and Lead PIBC's Flagship Magazine!



Do you have an ear to the ground on the latest planning topics of interest? Do you enjoy connecting and collaborating with your peers and partner organizations to share the latest information, experiences and perspectives from the planning profession? If so, this may be the perfect volunteer opportunity for you to join PIBC as our *Planning West* Editor!

***Planning West* Editor**

The *Planning West* Editor is a PIBC member volunteer position responsible for working with the Institute's staff, members, contributors and contractors under the guidance (and with the support) of the Institute's Executive Director, Communications & Marketing Specialist, and the Communications Committee.

The Editor will solicit, coordinate, curate, and review content (articles, news pieces, and other features) for each quarterly issue of *Planning West* magazine (published four times per year, every Winter, Spring, Summer and Fall). This role also includes occasional writing of features and other content for the magazine. The volunteer Editor is provided complimentary registrations to attend and report on key Institute events and activities including the PIBC Annual Conferences and World Town Planning Day Gala events. The Editor also works with contributors, Institute staff and the production team (graphic design & layout).

## What's Involved

The workload for the Editor role will vary throughout the year but typically involves active networking and outreach, content curation and development work with contributors & potential contributors, leading up to each quarterly issue. This is followed by a more intense period of editing and coordination work in the few weeks leading up to production and publication of each issue. The Editor is also automatically a member of the Institute's Communications Committee, for the purposes of liaison with the Committee regarding *Planning West*. In recognition of the time and effort involved in this volunteer role, **this position includes a modest quarterly (per issue) honorarium.**

## Skills & Experience

Key skills and experiences that would be assets for the prospective Editor include: excellent written communication and editing skills; skills and experience networking across the planning profession; good outreach and interpersonal skills and experience; awareness and understanding of the diversity and breadth of the planning profession and key topics and issues of interest and relevance to planning practitioners; and the ability to work both collaboratively and independently.

## Timing

**Expressions of Interests are due by 12:00 PM (Pacific) Friday, July 19, 2024.**

We are looking for a current Certified PIBC member (Registered Professional Planner) to be selected for this position to work with the outgoing Editor on the upcoming Fall 2024 issue (September-November 2024), before taking over the role exclusively with the Winter 2025 issue (December 2024-February 2025).

## How to Submit

PIBC encourages all qualified and interested applicants to consider applying for this role. In recognition of the systemic conditions of disadvantage faced by many, we encourage expressions of interest from members of groups that have been historically disadvantaged and marginalized, including First Nations, Métis, and Inuit peoples, Indigenous peoples, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+.

Interested PIBC Certified Members with questions or who wish to be considered for the volunteer role of *Planning West* Editor should submit an expression of interest (a cover letter, current resume, and information on relevant experience and skills) by email to the contact below **by 12:00 PM (Pacific) Friday, July 19, 2024.**

Cindy Cheung

PIBC Communications & Marketing Specialist

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