



Planning Institute of British Columbia
Student Internship Role

***Planning Practice and Reconciliation Committee Assistant
(Student Intern)***

The Planning Institute of British Columbia (PIBC) is looking to engage a temporary part-time student intern to assist the Institute's Planning Practice and Reconciliation Committee (PPRC) with work to help actively decolonize planning practices in BC and Yukon and help the Committee support PIBC members in doing this work.

Purpose:

The PPRC has, with the support of the PIBC Board of Directors, adopted the following road map for its work:

- Awareness of the past
- Acknowledgement of the harm that has been inflicted
- Atonement for the causes
- Action to change behaviour

The Committee continues with the 'awareness of the past' stage of work. However, over the last year, the Committee has heard the urgent need for the fundamental right for respect for Indigenous & First Nations rights, culture, knowledge, and traditions. To that end, the part-time student intern will help, through research, reporting and involvement with the Committee, to advance the following two Board-endorsed actions to change behaviour:

1. A path towards PIBC recognition of Indigenous knowledge within Institute processes & programs.
2. Moving towards required Indigenous learning for PIBC members, achieved through both accredited university planning programs and continuous professional learning (CPL).

Role Description:

PIBC is seeking to employ a temporary student intern on a part-time basis to help undertake work to assist with the work of the PPRC as outlined. Working with key Institute volunteers (in particular, the Institute's PPRC), staff, external contractors, and others, the student will be expected to:

- Review of work to date: The intern will review the PPRC meeting notes, past presentations, and other resources that the PPRC has acquired over the last three years of its work.
- Collate and format information: The intern will assist the Committee in devising and implementing a strategy for organizing and maintaining the information and resources that the PPRC has acquired to date. Based on an identified potential model, the format is expected to be an organised briefing summary of each meeting, presentation, teaching, media recording, or other knowledge resources of the PPRC. The format might include:
 1. What the Committee heard
 2. Committee discussion summary
 3. Recommendations
 4. Action items



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This consistently organized documentation will be used:

1. As a resource for the Committee's ongoing work,
 2. To document the teachings and processes the Committee has undertaken,
 3. To help with the onboarding of new Committee members over time, and
 4. To help with preparing reports on the Committee's work to date
- Update PIBC members: The intern will assist the Committee in developing and coordinating PPRC updates to PIBC members through channels such as the PIBC e-newsletter and/or *Planning West* magazine.
 - Track progress on PPRC's 2023-2024 initiatives: The intern will assist with tracking and documenting the Committee's three key 2023-2024 initiatives, which are:
 1. PIBC, through the PPRC, is engaging an Indigenous consultant to help determine a path to incorporating Indigenous knowledge and practice into a path towards PIBC membership (certification).
 2. PPRC will engage directly with accredited university planning programs to explore required Indigenous planning course content in their respective accredited planning degree program curricula.
 3. PPRC will work with the Institute's Professional Standards & Certification Committee to include a requirement for Indigenous planning learning activities as part of the Institute's required CPL program.

The Opportunity:

This role would provide a student the opportunity to:

- Develop a deeper understanding of the importance and relevance of Indigenous planning knowledge and understanding to the practice of planning and the planning profession.
- Learn about Indigenous planning methodologies and about reconciliation within the context of the planning profession.
- Work alongside and network with professional planners and the Institute on a key project.
- Further develop research, outreach, project coordination, and communication skills.

Logistics & Resources:

The student intern is expected to work remotely, will report to, and be supervised by the Planning Practice & Reconciliation Committee Chair Sarah Atkinson RPP, MCIP and Member Services Coordinator Kelly Chan.

The student intern will attend all regularly scheduled Committee meetings, and work with other PIBC committee members, volunteers, staff, and external contractors as required. Regular ongoing meetings via telephone or videoconference will be scheduled between the student intern and PIBC supervisors to ensure work remains on track, questions are answered, and appropriate direction and support are provided.



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The student will be required to have access to and utilize their own personal computer and internet resources, and other ancillary resources as may be required to complete this work. Other logistical, resource, and administrative support may be provided by PIBC as appropriate and required from time to time.

Proposed Start Date: May 10, 2023

Expected End Date: May 7, 2024

Hours of Work: Up to 300 hours total over the approximate 12-month period of the internship, on a part-time basis (typically approximately 5-6 hours per week, as required).

Remuneration: \$25.00 per hour, subject to normal tax & statutory deductions. As a temporary part-time position, unfortunately additional benefits are not provided for this role.

Applications: Interested university students should submit a detailed cover letter outlining their interest in and suitability for this internship role, along with a current resume by e-mail to Kelly Chan, Member Services Coordinator at: kelly.chan@pibc.bc.ca

Applications must be received no later than:
4:00 pm (Pacific), Monday April 17, 2023.

While this role is open to any post-secondary university student applicant, preference will be given to PIBC Student member applicants. PIBC encourages all qualified 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+.