



Islands Trust

CO-OP PLANNING STUDENT– SUMMER 2025

Salary: Equivalent to British Columbia General Employees' Union (BCGEU) Grid Level 12 step 3 (currently \$31.44 hourly, plus pay in lieu of benefits and vacation)

Term: 16 weeks, May to August 2025, 70 hours bi-weekly, BCGEU

Location: Gabriola Island

The Islands Trust Area is a scenic archipelago of 13 major islands and more than 450 smaller islands within the Salish Sea. These islands are characterized by vibrant communities, a rich cultural history and extraordinary ecology. The Islands Trust is responsible for the preservation and protection of the Trust area and its unique amenities and environment. The Northern and Southern Offices provide land use planning services to Local Trust Areas, pursuant to the Islands Trust Act and Part 14 of the Local Government Act. Islands Trust staff are dedicated professionals who support a progressive, healthy and respectful workplace.

Acting under the direction of the Regional Planning Manager, the co-op planning student will gain a wide range of experience working in a local government planning office, primarily supporting processing non-complex applications and referrals, handling planning enquiries, but work may also include long-range planning projects through research, report preparation, and community engagement. The Islands Trust is committed to reconciliation and building respectful relationships with local First Nations.

Qualifications:

The co-op planning student must possess the following qualifications:

- Currently registered in a recognized cooperative education program at a participating post-secondary institution working towards a post-graduate degree in planning. The applicant would be intending to return to school in the fall of 2025;
- Completed first year graduate level courses in planning theory and practice, and research methods;
- Familiarity with the Islands Trust and, more generally, local government planning in BC;
- Knowledge of practices and principles of land use planning;
- Experience working with the public;
- Strong written and oral communication skills;
- Ability to interpret policies and regulations;
- Ability to read and interpret plans and maps;
- Ability to complete tasks accurately and in a timely manner;
- Proficiency with MS Office Word, Excel and PowerPoint; and
- Hold a valid Class 5 BC Driver's License.

A Criminal Record Check (CRC) will be required.

How to Apply:

Applications must be submitted via email to employment@islandstrust.bc.ca by 4:00 pm on February 18, 2025. Applicants are required to submit a resume and a cover letter demonstrating how they meet the selection criteria. Only shortlisted applicants will be contacted.

Please note, this position is for a 16-week term from May to August, 2025. Start and end dates and hours of work are negotiable. Travel to remote areas by ferry or float plane, and occasional overtime and travel outside of regular business hours may be required.

For more information, please visit www.islandstrust.bc.ca or contact Nicole Miller, Employee Services Coordinator at nmiller@islandstrust.bc.ca or 250-405-5153.