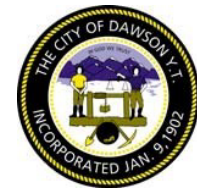


DAWSON CITY, YUKON

Planning & Development Assistant

Full-time



We're on the lookout for a multi-talented Planning and Development Assistant to join our city administration team.

Are you a curious soul with a knack for details? Love working with people and have a taste for solving problems? You might be just the person we need!

Your role:

- Provide top-notch Planning and Development customer service that helps our citizens understand and navigate regulatory guidelines.
- Make sense of urban planning concepts and help in shaping Dawson's future.
- Support various office roles, providing cross-coverage when needed.
- Stay on top of administrative duties because paperwork is the hidden hero of city planning.

What we're looking for:

- Someone with an education or comparable experience in urban planning, accounting, or municipal management.
- Analytical skills to help us decode complex issues.
- A people person who can connect with our diverse community.
- Discretion, tact, and a knack for sensitive communication.
- An eager learner, always ready to grow and help others.

Why Dawson? As well as offering competitive benefits and opportunities for professional development, working for the City of Dawson is about more than just a job. It's about being part of a unique blend of frontier wonderland, creative hub, and economic dynamism.

Under the midnight sun or northern lights, you'll be part of a community that pulses with a rich culture of music and arts. We're home to a thriving LGBT community and driven by a dynamic economy rooted in mining, tourism, and government services. Dawson isn't just a place to work, it's an adventure waiting to be lived.

An applicable combination of education and experience will be considered, so don't be shy to show us what you've got!

The City of Dawson is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply for this position, please send your resume and cover letter to Farzad Zarringhalam planningmanager@cityofdawson.ca Please include the job title "Planning and Development Assistant" in the subject line of your email. **Applications will be accepted until August 1, 2023 or until role is filled.**

Salary & Benefits:

This is a Union position, salary and benefits are in accordance with the Collective Agreement. The position is classified as level 5 with a salary range of \$61,790 - \$74,146, plus benefits.

In accordance with the Collective Agreement, internal candidates will be given first consideration. We thank all applicants, but only those selected for further consideration will be contacted.

To learn more about our community and what we have to offer please visit our website at www.cityofdawson.ca