

Planning Assistant Job Posting

[David Nairne and Associates Ltd.](#)

Position Summary

As a Planning Assistant, you will be an important member of our planning team. This is an entry-level position reporting to the Director of Planning. You will be responsible for day-to-day planning activities including various ad-hoc assignments. You will also work closely with our engineers, architects, planners and other project managers.

About You

You are passionate about working with First Nations and rural communities on affordable housing, community planning and other projects. You appreciate that this work may look different day to day, depending on client needs. For example, this could look like working on 5 or 6 projects in one day, or working on grant proposals for a few days, and then diving into another project for the rest of the week.

Job Responsibilities

Your responsibilities will include, but are not limited to:

- Conducting research and completing analysis of data
- Developing graphic materials (presentations, reports, infographics, etc.)
- Writing and presenting funding applications, reports and letters
- Attending community meetings and workshops
- Undertaking needs assessments

Job Qualifications

- Formal planning education and/or experience in addition to undergraduate degree
- Experience with graphic design (using Adobe suite) to lay out reports and create visuals
- Solid research and analysis skills, and ability to synthesize information into easily digestible format
- Strong time-management and ability to independently organize schedule to meet team deadlines
- Excellent written and verbal communication skills, ability to adapt writing style as needed for various audiences
- Experience working with First Nations or Indigenous communities is an asset
- Understanding of applicable planning legislation in BC and permitting and approvals processes for municipal projects. Understanding of First Nations land tenure is an asset
- Experience using ESRI Arc Pro is an asset

Company overview

Established in 1972, David Nairne + Associates Ltd. (DNA) has evolved into a 50-person multi-disciplinary consulting firm providing Architectural, Civil and Structural Engineering, Planning and Project

Management services. Our firm's growth is largely driven by our dedication to provide our clients with the services they need – meeting their vision on each project is our core business philosophy.

The DNA Planning Team provides award-winning planning services to our clients. With each client, we facilitate, explore, and develop creative planning processes and solutions to meet their unique objectives. We strongly believe our role in the planning process is to act as facilitators; to ask questions of those directly involved and to actively listen in a professional, respectful, and insightful way.

Hours, Compensation, and Place of Work

Our standard work week is 40 hours excluding lunch hours and personal business. Occasionally, project-specific overtime may be approved in advance by a senior manager to meet the demands of clients. Such overtime shall be considered banked time to be used as time off. When it is safe to resume travel, we will need assistance with client work and face-to-face meetings. Some travel will be required within BC and Northern Canada.

Salary range is \$48,000 – \$55,800 annually, commensurate with experience. Benefits include annual performance bonus, RRSP contributions, health benefits, three weeks' vacation, and paid sick leave.

Work will take place a minimum of 3 days per week at DNA offices in North Vancouver. Remaining work may take place either virtually or in-office.

The anticipated start date for this position is January 3rd, with some flexibility for the right candidate.

How to Apply

Please email your cover letter and resume as a single PDF named using the following convention: "Lastname_Firstname_APPLICATION" with "Planning Assistant Application" as the email subject line to knairne@davidnairne.com by **noon on Friday December 10th**. Please indicate your availability for an interview on December 15th in the body of your email. Only applicants selected for an interview will be contacted.