

Community Consultant

Victoria, BC

About the Opportunity

Our Victoria office is searching for a Community Consultant to join our growing Community Consulting practice. We aim to co-create solutions for communities facing complex problems. We come alongside local government and Indigenous communities to collaborate on land use planning matters related to bylaw and policy writing, community plan formulation, vision and strategic priority setting, development application review, infrastructure planning, and development approvals process reviews, amongst others. Through our work, we take a collaborative approach that entails working across departments and jurisdictions to create effective outcomes and better manage risks.

We're searching for a curious and solutions-focused individual who wants to start building their career alongside our team of established practitioners. We are excited to find someone who leads with purpose, is motivated to tackle complex problems through a community-centric approach and has the desire to serve our work in communities.

Do you see yourself excited to contribute to...

- Building your career and growing alongside a team of established professionals in a dynamic work environment.
- Being part of a team to deliver on projects related to:
 - Development of comprehensive community plans and land use plans for First Nations.
 - Pre-planning and feasibility planning for design/build projects for First Nations.
 - Official community plan and zoning bylaw updates, including issues-specific amendments and comprehensive bylaw reviews, as well as writing guidelines for development permit areas for local governments.
 - Reviews, amendments, and formulation of bylaws, regulations, and policies.
 - Facilitating development application process reviews, including departmental systems reviews, amending existing development procedures, bylaws and policies, and creating new content such as internal procedures manuals, brochures, and application forms.
 - In-person and virtual community engagement initiatives.
 - Resource and best practice development.
- Project research, analysis, and report writing that will help to distill important information to a wide variety of audiences.
- Working alongside our clients to understand their unique challenges, collaboratively exploring solutions, and developing thoughtful and meaningful implementation strategies.
- Building effective and innovative facilitation techniques, collaboration exercises, and workshop designs.
- Developing trusting relationships and partnerships and empowered teams, both with our clients and within Urban Systems, committed to a culture built on trust.

About You

Our focus is on finding the right person to add to our team. We will consider various educational backgrounds and disciplines with relevant skills, including but not limited to urban planning, community development, geography, and public policy, with up to 3 years of professional experience.

The core skills that will help you succeed here include:

- **Relationships matter** – You understand what it takes to cultivate relationships to deliver results with your team and build a community that celebrates diversity, unity, and a culture of belonging. You have the desire to bring diverse organizations and partners together to explore creative solutions to complex challenges facing communities.
- **Curious** – You are eager to learn more, ask questions, and listen deeply. You work exceptionally well with others and bring everyone's ideas and voices together. You know that being present and listening to people to understand their needs and experiences is integral to being in service of others.
- **Growth mindset** – You are a keen learner and see this role as an opportunity to learn, adapt, and grow alongside a dedicated group of people who are passionate about what they do.
- **Flexible and adaptable** - You embrace new challenges and opportunities with enthusiasm. You are comfortable handling a wide range of job functions and projects and excel in building and maintaining positive relationships with colleagues and clients.
- **Entrepreneurial spirit** – You embrace challenges as opportunities, seeking innovative solutions to create value and drive growth in a rapidly changing environment.
- **Solutions-focused** – You care about the outcome; you are open to new ways of seeing things and welcome the opportunity to do things a little differently to achieve long-term resiliency for communities.
- **Communication** – You are a passionate and skilled communicator, both verbal and written. You can take the complicated and make it easy to understand, weaving together research and data to deepen understanding and tell a compelling story.

About Us

Urban Systems is a Canadian employee-owned interdisciplinary community consulting firm. We are united in our mission to transform communities everywhere into vibrant places where people want to live today, tomorrow, and forever.

At Urban Systems, vibrant communities are everything—including our own work community. Since 1975, we have grown to more than 700 people with 18 offices across Canada. Every day, our purpose-driven team works closely with our clients and their communities to deliver impactful work. We are proud to work with diverse clients, including Indigenous communities, all levels of government, commercial and residential land developers, and the natural resource sector.

We care for our communities and for our people. It's our differences that make us exciting, and our shared belief in Urban Systems that binds us together. We're searching for the creative

and passionate and the curious and courageous to join us in creating meaningful and generational change in communities.

Our Commitment to You

Are you looking for opportunities to participate in challenging projects and work with multiple teams? Join a diverse and supportive group of professionals at Urban Systems and take part in impactful work building vibrant communities across Canada. Here's what you can expect as a team member at Urban Systems:

- **Competitive Compensation and Benefits.** You'll receive competitive compensation, extended health, dental, vision care coverage, and more. **This position will have a salary range of \$65,000.00 - \$75,000.00 per year based on a 40-hour work week.** The range is negotiable based on your skillset and experience.
- **Paid Time Off.** We encourage all team members to take time off to recharge. Enjoy 3 weeks of paid vacation to start, in addition to statutory days off throughout the year.
- **Learn and grow.** Your professional growth & development is supported here. You are encouraged to take initiative and shape your career through coaching, in-house learning, technical courses, and more.
- **Work with Interdisciplinary Teams.** Amazing things happen when you mix creativity, curiosity, teamwork, and a strong desire to collaborate and innovate. You will be part of diverse, interdisciplinary teams to deliver important projects for our clients and their communities.
- **Flexible Hours & Work Environment.** You have a life outside of work. We offer flexibility in your work schedule and work environment to help you do your best work and meet your commitments.
- **Saving for the Future.** To help you achieve your long-term retirement goals, we offer a Long-Term Matching Program that matches your contributions (up to 5%) to an RRSP or TSFA.
- **Support through Transitions.** You will be supported through life's moments and transitions, big or small, including top-up for parental leave for both biological and adoptive parents.
- **Create Lasting Community Impact.** *98% of Urban Systems employees believe that the work we do is important. Join a team of like-minded leaders and work together to bring impactful community projects to life!*

How to Apply

If this describes your background, skills, and attributes, please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly, but you feel you are well suited to this opportunity, we encourage you to apply.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life, and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

Deadline for applications: **Thursday, January 30, 2025, at 9:00 am PST**