

## Planning Student or Recent Graduate

Kelowna, BC

We are looking to add an enthusiastic Planning Student from a Canadian Institute of Planners accredited undergraduate or graduate program or related program, for a **4-, 8-, or 12-month** work term starting in September 2025!

At Urban Systems, we understand your need to have meaningful experiences during your work term. We strive to provide opportunities for you to apply your skills to exciting, challenging, and rewarding projects, gaining exposure to diverse aspects of planning—both in the office and in the field. Our goal for you is to come away with new points of view, an enhanced skillset, a feeling of success, and long-lasting connections that will serve you well in your future as a professional.

Our commitment to creating an impact runs deep. We care – about each other, about the work we do and about the clients and communities we work with. Our people and teams embrace a growth mindset to build a culture where everyone can grow and develop over time. This is a place where you can build meaningful relationships and explore your potential. Join us for a work term where you will hone your knowledge and increase your understanding of industry best practices in a practical and supportive setting.

### About the Opportunity

Working alongside seasoned planners and recent graduates alike, you may be engaged in projects related to land use planning, housing, public engagement, municipal community planning, infrastructure planning, governance, and Indigenous specific planning. You will have the opportunity to work with a wide range of clients and communities, such as municipal government, Indigenous communities, and non-profit organizations.

### Do you see yourself excited to contribute to:

- Providing planning support on a broad range of community planning projects (including but not limited to land use planning, parks and recreation, economic development, tourism, transportation, and community governance).
- Conducting research, preparing background reports, and supporting projects for municipal government, First Nations communities, and non-profit clients. Some examples include land use reports, conceptual plans, studies, and bylaws.
- Assisting in the preparation of proposals, reports, and presentations for clients and public meetings.
- Collaborating with the existing team to develop public engagement materials such as open house panels, newsletters, brochures, and community surveys.
- Attending and supporting site visits, public meetings, engagements, workshops, and open houses as required.

As a student, you will have the opportunity to work on a wide variety of projects; however, the type of work will depend on active projects.

## About You

This position is ideal for students currently enrolled in, or recently graduated from, a planning program accredited by the Canadian Institute of Planners or a relevant undergraduate or graduate program. We are always open to considering strong candidates from other backgrounds, such as urban studies, Indigenous studies, urban development, urban design, economics, and environmental studies. Related experience will be beneficial but not required.

The core skills that will help you succeed here include:

- **Motivated** – You are excited to broaden your expertise and understanding by gaining experience in the following areas: land use planning, transportation planning, housing, public engagement, municipal/development finance, infrastructure planning, governance, urban design, and development approvals.
- **Curious** – you are eager to learn, ask questions, and listen deeply. You know, being present and listening to people to understand their needs and experiences. is integral to being in service of others.
- **Detail-Oriented** – You pay high attention to detail and quality control and verify the accuracy of your production work at all stages of a project.
- **Relationships Focused** – You aim to build relationships, develop a sense of community, and work with diverse groups to tackle complex challenges faced by communities.
- **Communication** – you are a skilled communicator, both verbal and written, and are able to share complicated information in a way that is easy to understand.
- **Research**—You are comfortable conducting research, including collecting and analyzing qualitative and/or quantitative data.
- **Problem-solving** – you approach problems creatively and with critical thinking and are able to work with others to brainstorm solutions for your work.

## About Us

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.

## Our Commitment to You

At Urban Systems we make significant investments in our people, which is why we take great care to hire those who we believe will thrive in Urban Systems over the long term. We've become recognized as a workplace of choice by nurturing a unique corporate culture that sets us apart and provides:

- **Meaningful Rewards and Recognition.** The positions will have an hourly range of **\$24.00 – \$27.00 an hour**, the amount offered will be based on the experience and qualifications of the successful candidates. The range is negotiable based on your skillset and experience.

- **Relocation Assistance** – We recognize that moving to a new location for a short period of time can be difficult. To offset the cost of moving expenses, if applicable, we will provide relocation assistance to support your temporary transition to join our team.
- **Engaging Work Environment** – Be part of a fun, engaging workplace where hard work accomplishes great things.
- **Work with Motivated Teams** – The opportunity to work with industry-leading professionals in a collaborative environment to help you gain the most out of your term.
- **Learn and Grow** – You can look forward to ongoing career development and learning through challenging and interesting project opportunities.
- **Perks and Benefits** – Urban Systems provides a variety of benefits for students, such as a monthly transit subsidy, paid sick leave, and wellbeing support.

### **How to Apply**

If this describes your background, skills and attributes please visit our website for more information on the different kinds of student opportunities available and submit your resume, writing sample 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: Tuesday, May 20, 2025, at 9:00 am PDT**