



Planning Technologist – Summer Student

Founded on customer service, active communication, and integrity, Urban Options Planning Corp. advocates at the municipal level for individuals and developers with small to mid-size development projects. With a pragmatic and realistic approach to regulations, the Urban Options team works to find the best solutions for both project and community.

We are currently seeking a proactive, organized and detail-oriented student to join our team for the summer of 2026. As our Planning Technologist, you will play a pivotal role in supporting our planners, ensuring accuracy and efficiency on all of our projects.

Supporting the team at Urban Options, your duties will include but not be limited to:

- Conduct planning research functions under the direction of the planning team;
- Assist planners with projects as needed;
- Review property development potential, as requested by clients;
- Communications with clients and local government;
- Compile, review and submit applications;
- Complete special tasks to increase the flow of our work;
- Maintain a clean and orderly work environment;
- Obtain quotes from other professionals for projects
- Other tasks as requested by the Company from time to time.

The successful candidate will possess the following Qualifications:

- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Excellent written and verbal skills
- Meticulous attention to detail
- Strong administrative and organizational skills
- A 'can do' energy and professional attitude
- Previous experience in a planning capacity is beneficial

This position is ideal for students enrolled in planning, geography, or a related field. Preference will be given to students enrolled in an accredited planning program.

Job Type: 30hr/week Summer (June 10 – August 29, 2026)

Wage: \$22

Start Date: May 19 or June 10, 2026

If you are interested in becoming part of our team, please email your resume to birte@urbanoptions.ca