



Planning and Development Department

March 15, 2024

PLANNING ASSISTANT / STUDENT INTERN
Planning and Development Department

AVAILABLE POSITIONS

Social Planning (1 position)

Assist professional planners in assessing community social infrastructure needs; and, researching, developing and implementing City policies or programs relating to social issues (e.g. accessibility, childcare, neighbourhood engagement, seniors services, homelessness, etc.)

Heritage Planning (1 position)

Assist professional planners in preparing an inventory of interpretive signs and memorial plaques; research historical street names and names of City assets (e.g. parks, trails, facilities etc.) through a reconciliation lens; and support the implementation of a historical walking tour of Burnaby Heights.

Development Planning and Neighbourhood Planning (1 position)

Assist professional planners in conducting Neighbourhood Plan and OCP consultation events; conduct post consultation GBA+ analysis; Zoning Bylaw and Development Guidelines research; and documentation of housing trends and development statistics.

These are 4-month paid positions intended for graduate students currently registered in a planning or urban studies program but having not yet completed their program.

The term will be 4 months, May to August 2024.

The rate of pay for the position is \$27.30 per hour + 12% in lieu of benefits. Full time is 35 hours per week, Monday to Friday.

Please submit your resume via email to planning@burnaby.ca by 4pm on Friday, April 5.

In the cover email, please include a paragraph explaining why you are interested in the position, along with your contact information. Any questions about the position can also be submitted to the above email address.

NATURE AND SCOPE OF WORK

The Planning Assistants will perform moderately complex technical work through diversified assignments to assist planning professionals in various aspects of planning research, design, technical, and administrative-related work related to the above noted subject areas.

Work assignments may be adapted based on the needs of the Planning group and the strengths and interests of the successful candidate.

These positions will report and present research and findings to a superior and/or to other staff in the Planning Department throughout the work term.

Required knowledge, abilities and skills include:

- General knowledge of local government policy and regulatory framework as it relates to land use, social and heritage planning.
- Familiarity with a range of quantitative and qualitative research methods.
- Awareness of applicable Municipal Bylaws and Provincial and Federal legislation.
- Ability to work independently with minimal supervision but also to work collaboratively as part of a team.
- Ability to undertake research, compile information, collect data and undertake analysis, and to report and present this information in a clear and concise manner, using oral presentations, visuals and graphics as necessary.
- Ability to maintain effective working relationships with other employees, external professionals and the public.

Specific and detailed knowledge and experience in the subject areas is an asset, but not a requirement.

At the completion of the work term, prior to returning to academic studies, the incumbent will prepare a report and presentation on the research, activities and tasks conducted over the work term, which will also be shared with academic advisors and/or program supervisors.