

STUDENT PLANNER

Over the last 40 years, **Weston Consulting** has become a leader in land use planning and urban design, serving the public and private sectors throughout the Greater Toronto and Hamilton Area in Ontario. Due to our on-going contribution to the built environment and our commitment to developing the best talent through our active student recruitment and mentorship program we are currently looking for a Student Planner for the winter term.

Core Values

- **Integrity** - Culture of Integrity, Professionalism and Trust
- **Teamwork** - Working Together in a Structure of Accountability, Results and Reward
- **Develop** - Recruit, Develop and Support the Best Talent
- **Engagement** - Giving Back to the Community, the Industry and the Planet
- **Client Focus** - Client Value and Management

At Weston, you will have the opportunity to work within a multi-skilled team on a variety of projects that focus on housing, master plans and secondary plans, commercial and industrial developments, and urban infill. You will undertake research, analysis, design, and illustration support on a wide variety of interesting and challenging development projects. These experiences will provide you with countless opportunities to further your objectives for career growth while contributing to the success of the firm.

Your responsibilities, under the guidance of the Team Lead, and other senior staff, will include:

- Assisting with the preparation, monitoring and processing of Planning Act applications
- Researching and investigating files as directed
- Assisting in the preparation of hearing materials
- Preparation of letters, reports, memos, and presentations
- Staying informed on planning and urban design practices and software
- Researching current legislation relevant to planning
- Providing support and collaborating with Planning, Design, Proposal, Accounting and Administrative Teams

You will bring:

- The ability to collaborate and communicate effectively with staff, clients, and members of the public
- Strong teamwork, organization and collaboration skills
- The ability to hold oneself accountable while maintaining integrity and professionalism
- Proficient knowledge of Microsoft Office Suite and other related products
- Knowledge of the Ontario Planning System, including relevant legislation and the development approval process
- Some planning or related experience is an asset
- Valid G-class driver's license with daily access to a vehicle

At Weston, we support each other as a team, through various company-wide events. We are committed to assisting individuals with personal and professional growth through our active student requirement and mentorship program.

We are committed to providing equal opportunities, access to resources and fair treatment of all individuals. All voices, thoughts and ideas hold value and we seek to make sure that they are encouraged and heard. We strive to create a workplace that reflects and celebrates diversity and encourages members of equity-seeking groups to self-identify in their cover letters.

If you require accommodation in order to participate in the hiring process, please let us know of your needs in advance by contacting us directly.

Please submit your cover letter, resume and recent writing sample, in confidence, via email to **Shawn Matadeen** at hr@westonconsulting.com. Please limit the size of writing samples to 5mb, and list your name and the role you are applying for in the subject line.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.