

STUDENT PLANNER

Over the last 41 years, **Weston Consulting** has become an industry 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 ongoing 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 upcoming Winter Term (January to April, 2024).

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 our multi-skilled Business Development Team and also assist Staff that work on a variety of projects focusing on housing, master plans and secondary plans, commercial and industrial developments, and urban infill. You will undertake research, analysis, basic design, and a variety of written tasks. These experiences will provide you with opportunities to further your objectives for career growth while contributing to the success of the firm.

Your responsibilities, under the guidance of the Director of Business Development and other senior staff, will include:

- Assisting with the preparation, circulation, and management of proposals
- Researching and investigating properties and files, as directed, from a land use planning perspective
- Performing conflict checks using Deltek VantagePoint, Google Maps, and QGIS
- Collaborate with planners, designers, and the Business Development Team to prepare and receive project sheets
- Update master file lists with the assistance of the designated authority.
- Maintain proper documentation and individual file status tracker
- Stay informed on planning and urban design practices
- Track and respond to Request for Proposals
- Adhere to internal standards for opening and closing files
- Assist with document design, marketing packages, website maintenance, and various tasks related to development projects
- Preparation of letters, memos, and presentations (when required)
- Researching current legislation relevant to planning (when required)
- Providing support and collaboration 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
- The ability to work in our office environment as well as from home
- 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.