

STUDENT PLANNER

Over the last 43 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, 2025).

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:

- Assist with the preparation, circulation, and management of proposals
- Research and investigate various properties throughout the Province of Ontario, and files, as directed, from a land use planning perspective
- Perform conflict checks using Deltek VantagePoint, Google Maps, and GIS software
- Collaborate with the Business Development Team, planners, and urban designers to prepare and review project sheets, and request budgetary information
- 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
- Prepare weekly document summaries of professional industry publications and Municipal Council meeting agendas
- Assist with the preparation of letters, memos, presentations, and submissions (when required)
- Research current legislation relevant to planning (when required)

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
- Knowledge of Microsoft Office Suite and other related products
- An academic background of the Ontario Planning System, including relevant legislation and the development approvals process
- Some planning or related experience is an asset
- Valid G-class driver's license with daily access to a vehicle

Position Requirements:

- Availability to work Monday to Friday, from 9:00 AM to 5:00 PM, throughout the duration of the four-month term (beginning early January, concluding end of April)
- In-office attendance a minimum of two days per week (one of which will be mandatory at Weston Consulting's Vaughan Office)
- Flexibility to work from home a maximum of three days per week using remote software provided to you

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 **Kyla Aly-Rigby** 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.