



Special Projects Planning (Intern) Ignace, ON.

\$35,490 a year – Contract one (1) year with possibility of two years.

Job Summary

Are you a new or recent graduate of a program in Planning, Geography, Public Administration, Public Policy, Commerce or a related field?

Are you looking for a unique opportunity that will foster professional growth and development?

Do you want to efficiently regulate land use within the community to facilitate the effective planning required to meet its current and future needs?

The Township of Ignace is seeking a Special Projects Planning (Intern) to assist the Acting CAO, Economic Development Manager and Township with the planning and implementation of an Investment Readiness and Community Capacity Master Plan with a mission to revolutionize the long-term future of the community.

Position Eligibility and Qualifications

The ideal candidate will have qualifications and experience in the following areas:

- Graduate, within the last three (3) years, of post-secondary studies (University or College) in Planning, Geography, Public Administration, Public Policy, Commerce or a related field;
- First time employment in your field of study or a similar discipline;
- Never participated in a similar internship program;
- Legally entitled to work in Canada;
- Strong personal initiative combined with excellent interpersonal, oral and written communication skills;
- General understanding of economic development, community development and municipal administration;
- Ability to plan, coordinate and manage various projects;
- Ability to work independently and/or in a team environment, with multi-stakeholder groups with multiple priorities;
- Ability to compile and present statistical information;
- Strong organizational, time management and administrative skills;
- Proficiency with Microsoft Excel and Word, Internet, Websites, Social media; and
- Candidates should have access to reliable transportation and have and maintain a valid Class "G" Driver's License.

Position Description

The Special Projects Planning Intern will work with the Acting CAO and Economic Development Manager assisting with the day-to-day execution of planning projects as required for project deliverables.

Some of the specific initiatives in which the Special Projects Planning Intern maybe involved in include but are not limited to:

- Direct involvement in the development all types of planning related documents: Official Plan, Zoning By-Law, Site Plan, Community Improvement Plans and minor variance processes.
- Preparation of planning related reports including Planning Justification Reports, Compatibility Studies and Rural Design Briefs.
- Assistance with the organization of the planning processes including planning of public meetings, coordination of technical information and preparation of presentation materials.
- Other Municipal duties as required and relevant

Working Conditions

- Office environment;
- 35 hours per week (special events and meetings as required);
- 2 weeks paid vacation;
- 1-year, full time with the possibility of extension for second year;
- An opportunity to obtain a professional designation in planning (Registered Professional Planner (RPP) or Municipal Clerks and Treasurers Designation with the possibility of being fully funded by the Town; and
- Some travel is required to participate in regional meetings, conferences and events relating to Planning.

Application Deadline: 4:30 pm on February 13, 2018. Please send application to edo@town.ignace.on.ca

THIS OPPORTUNITY IS
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