

Planning Co-Op Student (Temporary Full-Time) - 1259

Close Date

February 21, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The City of Kamloops is now accepting applications from co-op post-secondary urban planning students for work within our Planning and Development Division. The successful candidate will commit to a four-month work term from approximately May 2024 to September 2, 2024. If you are a current co-op Urban Planning (or related) student looking to gain experience and knowledge in municipal government, this could be the opportunity for you!

Our Planning co-op student will handle front counter, email, and phone requests. Your role will involve preparing Zoning Information Requests (ZIRs), reviewing permit applications, and collaborating with the planning team on development applications. You'll also assist in researching best practices for planning policies and support Planning Technicians/Planners in the Public Notification process for development applications. Join us in making an impact in the world of urban planning!

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Must be currently enrolled in a recognized post-secondary co-op education program in Urban Planning or related discipline, such as geography, sociology, urban development, sustainable development, etc.
3. Knowledge of the principles, practices, methods, techniques, and objectives of urban planning.
4. Ability to pay attention to detail and exercise consistent judgement in dealing with a variety of planning matters, problems, and projects.
5. Ability to communicate effectively, orally and in writing.
6. Ability to comprehend the short-range and long-range plans of the City, as they relate to projects and applications.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check.

Please note that this position falls under the attached Co-op Student Employment Letter of Understanding. All terms of the Co-Op Employment Letter of Understanding apply.

As per the LOU, the rate of pay will be: Term 1: \$26.59 (including 4% in lieu of benefits) should you be completing more than one term with the City of Kamloops, please refer to the Co-op Employment Letter of Understanding.

Hours & Days of Work

Monday – Friday:

8:00 AM - 4:00 PM (summer hours)

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.