



Position Title:	Planning Intern	Competition No:	2024-03
Department:	Sustainable Economic Development	Close Date:	March 1 st , 2024 at 4:00 p.m.

Position Details:

Position Duration: 16 weeks
Probation Rate: N/A
Regular Rate: \$20.40/hr
Hours of Work: 40 hrs/wk
Employment Type: Casual

About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

The Opportunity:

The City of Selkirk is currently in search of a **Planning Intern** to join our team. Under the day-to-day guidance of the Urban Planner, the incumbent will be responsible for providing assistance to the Sustainable Economic Development Department related to planning services.

Job Duties:

1. Planning Services
 - Conduct research relating to land use projects, special studies, and policy development.
 - Participate in mid and long-range planning initiatives.
 - Assist with evaluating development proposals.
 - Assist with the preparation of briefing notes, administrative reports, and planning reports.
 - Assist with the preparation of zoning reviews.

2. Administrative
 - Provide assistance with departmental initiatives aimed at standardizing and formalizing business procedures and practices.
 - Assist with maintaining record systems related to development applications.
 - Work with the appropriate departments regarding planning services and related issues.

Qualifications and Minimum Requirements:

Minimum Requirements shall include:

1. Skills, Knowledge and Abilities

Minimum qualifications shall include:

- Current enrollment of a post-secondary student at an accredited university. Preference will be given to students enrolled in an Urban Planning or similar program.
- Understanding of principles and practices of urban planning.
- Knowledge of local government laws and practices, and provincial and federal legislation.
- Experience in basic report writing, research methods, and data compilation.
- Communicate clearly and concisely, both orally and in writing.
- Ability to prioritize and organize tasks.
- Ability to work as a team and independently with minimal supervision.
- Experience with Microsoft Office Suite and Adobe Creative Suite.
- Valid Class 5 Manitoba Driver's License

Apply:

Visit our website <https://www.myselkirk.ca/> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

Comments:

This is for a casual position for a duration of 16 weeks, working 40 hours a week based on a flexible schedule. This position is excluded from the Collective Agreement and is open to all applicants.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

NOTE: Employees will be required to adhere to the City's Vaccination Policy.