

Woolwich Township Job Posting



Date: April 16, 2024
Position: Junior Planner - Housing
Wage Rate/Grade: \$63,147.00 - \$78,034.00
Hours of Work: 35 Hours/week

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Development Services is seeking one (1) temporary Junior Planner. This contract position is available, due to additional funding, from May 2024 until April 2026.

Purpose of position and profile:

The Junior Planner will assist with planning projects associated with the Housing Accelerator Fund (HAF) and will provide support by gathering data, producing reports, creating advertising materials, creating and reviewing requests for proposals, and assisting with the department's day-to-day Planning needs.

Responsibilities:

- Assists with collecting and managing data related to housing and population
- Create brochures, pamphlets, web page, social media other promotional information
- Assist with implementation of any housing initiatives
- Draft requests for proposal (RFPs)
- Assist as a project manager for approved RFP's
- Develop and implement strategies, policies and regulations to encourage housing
- Develop and execute media strategies to increase engagement and awareness related to the HAF initiatives
- Track project progress and communicate its status to management and project stakeholders; maintain project documentation, plans and reports; and co-ordinate tasks with external stakeholders as required
- Assist the public in HAF development applications and processes
- Assists the Planning Division in day-to-day activities
- Other duties as assigned

Qualifications, Knowledge, Skills, and Work Requirements:

- University degree in a Planning Program or a related discipline (e.g., Political Science, Economic Development)
- Proficient in Microsoft Office (Word, Excel, Outlook) and ARCGIS
- Strong effective organizational and time management skills
- Strong interpersonal, verbal and written communication, proposal writing, and public relations skills to interact with a wide variety of individuals and groups
- Sound independent judgment and problem-solving ability
- Demonstrated social media skills including creating compelling content for different platforms
- Valid Class G Drivers License, licensed to drive in Ontario, and use of a vehicle

Working conditions:

- Generally operates within an office environment, but may be required to complete office site work for data collection

Interested applicants are invited to submit their resume via email to: hr@woolwich.ca before **4:00 pm on Tuesday, April 30, 2024. Please quote job posting 2024-25.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.