



# BUILD A CITY. BUILD A FUTURE.



## Associate Planner – Social Development (3-Year Term Position)

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

### Scope

It is no secret that the City of Surrey is growing at a rapid rate. With over 1,000 new residents a month moving into this dynamic city, the opportunities to shape city building is immense. The Social Infrastructure and Community Investments Department has a 3-year Term opportunity for an Associate Planner in the Housing and Social Development Division. Reporting to the Social Development Lead, the Associate Planner will support policy planning, including research, analysis, community engagement, and document and report preparation.

### Responsibilities:

- Provide technical and planning assistance to support planning processes focused on a range of social issues.
- Undertake and report on quantitative and qualitative research including best practices reviews, comparator analysis, policy scans and census and other data compilation and analysis.
- Support community-based committees including preparing agendas, meeting notes, project proposals and activities.
- Prepare funding applications, including developing project ideas, activities and budgets.
- Support community and stakeholder engagement campaigns including the review, analysis and summary of survey and engagement outcomes.
- Support the development and delivery of presentations to committees, public open houses, stakeholder meetings, and other public venues.
- Provide clear and concise professional writing to effectively communicate with different audiences, including the development of memos, reports, and documents.
- Provide a positive, team-oriented outlook that can effectively work with community partners and interdisciplinary staff in a collaborative manner.
- Apply an innovative and creative approach that integrates multiple ideas and manages competing perspectives to support a thriving team environment.
- Leverage foundational knowledge of general social planning principles, legislation, best-practices, and regional frameworks as well as an understanding of related city plans and policies.

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## Qualifications:

- Minimum qualification of a Master's degree in Planning or in a related discipline from a recognized post-secondary educational institution with a minimum of 6 months of related experience; or a Bachelor's Degree in Planning or in a related discipline with a minimum of two years' related experience. An equivalent combination of education and experience may be considered.
- Experience with Community or Policy Planning is considered an asset.
- Knowledge of social issues and systems, and experience working or volunteering in the non-profit sector is considered an asset.
- Membership with the Canadian Institute of Planners is desirable. Eligibility is required.

## Other Information:

Pay Steps	Hourly Rate
Step 1	\$47.52
Step 2 (6 months)	\$49.52
Step 3 (18 months)	\$51.52
Step 4 (30 months)	\$53.84

Open Until Filled

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