

DEPARTMENT:	Climate Action, Planning and Development	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$36.09 - \$42.45 per hour plus benefits

The City of New Westminster is searching for a self-motivated assistant to be a part of our Housing and Land Use Planning team whose projects seek to be bold on climate, equity, and reconciliation. This team develops policy related to the full continuum of housing, prepares neighborhood plans, and establishes a range of land use policies and regulations. Come join our progressive team and directly shape the future of this great little city!

If you are hired, you will be joining a team of committed and passionate professionals who care deeply about the community they serve who thrive on variety and enjoy the challenge that comes with emergent and innovative work. The role supports projects like an infill housing program, implementation of the Province's new housing legislation, and updates to the Official Community Plan. This position will provide opportunities for personal growth and development, as well as being part of a dynamic team in which you can contribute your experience, knowledge and skills.

Your responsibilities will include:

- Coordinating online and in-person consultation events and meetings, including scheduling, logistics, and communications.
- Interpreting existing policy, and those under development, in order to respond to basic inquiries.
- Project graphics, website, and online portal management and maintenance.
- Preparing external communications, and correspondence.
- Background policy research, data collation, and basic analysis or reporting.
- Maintaining and managing files and administration items for the professional team.

If you have many of these attributes, we would like to hear from you:

- Completion of grade 12 supplemented by post-secondary, technical courses and/or certificates related to the work; or an equivalent combination of training and experience.
- Basic knowledge of the policies, regulations and procedures applicable to municipal planning.
- Demonstrated ability to effectively use a wide range of tools and techniques to support in-person and online engagement and communications.
- Some experience or training in research, data collation, analysis, and reporting.
- Cultural awareness of Indigenous and diverse communities.
- Strong organizational skills, the ability to prioritize or manage multiple tasks in a fast-paced environment.
- Ability to work independently with minimal supervision, as well as effectively as part of a team.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to express ideas effectively verbally, visually, and in writing to various audiences.
- Skill with MS Office Software, Adobe Creative Cloud Programs, and online meeting platforms.

What we offer:

- Work-life balance – 35 hour work week, vacation, an optional compressed day off program, and optional hybrid work schedule
- Health and wellness – extended health, dental, life insurance benefits, paid sick leave plan, plus other wellness-focused programs and benefits
- Retirement benefits – including municipal pension plan
- Career development – ongoing learning and personal development program

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by September 8 2024.



To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*