



## CO-OP STUDENT – PLANNING

We are offering an opportunity for a co-op student in the Planning field to gain valuable hands-on experience by completing an 8-month work term. A 4-month work term may be considered for students in a planning related master's program. The position will assist with development application processing including the preparation and coordination of a variety of Development Permits and Variances, Temporary Use Permits, public consultation meetings, conducting site visits, and performing research on other special projects as required. In addition, the position will support the implementation of the City's upcoming Official Community Plan Update and related policy projects.

### REQUIREMENTS:

- Completion of at least 1 – 2 years of a Planning related program at a post-secondary institution and returning to studies in the subsequent academic year
- Demonstrated computer skills, graphic and mapping skills (GIS systems)
- Strong customer service skills and effective interpersonal skills
- Excellent communication skills – verbal and written
- High attention to detail
- Valid Class 5 BC Drivers License preferred; Drivers Abstract required when applying

The eight-month co-op student term will start in May until December working 35 hours/week Monday to Friday. The hourly rate is \$24.43 plus 14% in lieu pay.

**Applications are accepted online at [westkelownacity.ca/jobs](https://westkelownacity.ca/jobs).** We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

**Competition No. 25-03E | Opens December 20, 2024 | Closes January 27, 2025**