



Career Opportunities

[Vacancies \(/jobs/\)](#)

[Login \(/account/login.php?listing_id=26038&i=0\)](#)

Planning Co-op Student (Temporary)

📅 Posted 22-Jan-2025 (PST) | 📁 Planning | 💰 \$ 24.98-27.06 per hour

| 🗨️ Full-time Temporary | 🏢 CUPE

| 🕒 15.5% in lieu of benefits, vacation and statutory holidays

Penticton is a vibrant, innovative, healthy waterfront City focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton's is in search of an energetic individual for the temporary (up to 16 weeks) position of **Planning Co-op Student** in our Planning team. The Planning team is responsible for ensuring that land development and use happens in line with the City's established objectives and policies. They are often the first point of contact for developers and investors in the City. The team processes all land development applications, including Zoning Bylaw and Official Community Plan amendments, development permits, variance permits and subdivisions among others. The Planning Department also works closely with the Social Development Department which provides leadership to the City of Penticton to help create a healthier and more vibrant community.

Under the direction of the Housing and Policy Initiatives Manager, the Planning Co-op Student compiles policy research, collaborates with staff and other partners, prepares reports, supports development projects, provides front counter assistance and actively engages with the public and stakeholder group. The Planning Co-op Student will also assist the Housing and Policy Initiatives Manager, Planning and Licensing Manager and Social Development Specialist and provide additional support with regular department functions.

Responsibilities

- Analyze community and social planning policy and legislation, zoning, official community plan, land use bylaws and the Social Development Framework.
- Conduct and synthesize planning policy research to compile reports for staff and draft implementable bylaws and policies.
- Support development projects that may have a social focus and involve multiple partners: i.e. affordable housing partnerships, child care zoning and redevelopment and community gardens, etc.
- Actively participate in interest group meetings and public engagement opportunities as they arise (i.e. community partner meetings, public open houses).
- Assist the public and development industry with inquiries at the front counter, over the phone, and through email.
- Provide administrative assistance with digitization of files, reviewing and updating policy documents, file assistance, and responding to customer inquiries.
- Provide assistance to the Housing and Policy Initiatives Manager, Planning and Licensing Manager, and Social Development Specialist, as required.

Required Knowledge, Abilities & Skills

- Understanding of municipal planning policy and provincial legislative framework in BC.
- Understanding of land use planning best practices.
- Ability to work in collaboration with many partners and form strong working relationships.
- Knowledge of computer applications including Microsoft Office and related software.

Education, Training & Experience

- Enrolled in an Urban Planning program, or related discipline.
- Some knowledge on affordable housing, community development, facilitation, systems thinking, and/or emerging practices in community planning.
- Experience working in local government and/or community organizations is an asset.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our world to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **February 13, 2025**.

If you require any accommodations during the recruitment process, please contact us at HR@penticton.ca (mailto:HR@penticton.ca), we'd be happy to hear from you!

Position type: Full-Time Temporary Assignment (up to 4 months, 35 hours per week)

Wage: \$24.98 - \$27.06 per hour / The rates of pay will vary according to the term identified by the institution

Benefits: Additional 15.5% in lieu of benefits and vacation

Comp #: 25-14



Apply Now

** Fields Are Required*

What is your full name?

First Name* Last Name*

Email*

Phone Number* Cell

I agree to [PrevueAPS.ca's Privacy Policy](#) (<https://admin.prevueaps.ca/applicant-privacy-policy/>) and [Terms of Service](#) (<https://admin.prevueaps.ca/terms-of-service>).*

[Apply for this Position](#)

Sign Up For Job Alerts!

Name

Email

Penticton, BC CA

I agree to the [terms of service](#) (<https://refer.io/blog/terms>) and [privacy policy](#). (<https://refer.io/blog/privacy>).

[Send Me Jobs](#)

powered by [Refer.io](https://refer.io/blog) (<https://refer.io/blog>)