



## Community Planning Co-op Student

Are you interested in applying your talents and knowledge and gaining valuable experience? The City of Abbotsford has a four-month co-op opportunity starting May 2025, with an hourly wage of \$19.21 – \$24.47 dependent on year of study. The Community Planning Co-op supports the Senior Planners and has the potential to take on additional responsibilities depending on your interests and skillset. If you are goal-oriented, accountable, and have a strong desire to contribute, we want to hear from you.

This position will work from Abbotsford City Hall located at 32315 South Fraser Way, Abbotsford, BC.

### What you will do:

- Assists with preparing maps and diagrams for reports and studies using GIS software and other related software applications.
- Assists with preparing graphics and power point presentations for planning reports and studies.
- Assists with preparing reports and correspondence for signature by supervisor(s).
- Assists with a variety of research tasks related to planning feasibility studies, regulation development and policy formulation
- Collect data from drawings and transfer to a database.
- Other related duties, as necessary.

### Required Skills, Knowledge and Experience:

- Currently enrolled in a cooperative education program at a post-secondary institution and returning to school full-time in the subsequent academic year.
- At minimum a second year student in Geography, Planning, or GIS.
- Excellent verbal and written communication skills, including the ability to prepare a variety of correspondence.
- Self-motivated with the ability to make good decisions regarding priorities in a fast paced, deadline-orientated work environment.
- Ability to explain and apply a wide variety of Local Government bylaws and regulations, including the Official Community Plan and zoning bylaw.
- Ability to collect and analyze a wide variety of planning related information
- Ability to write reports concerning various types of development applications.
- Some working knowledge of various software including ARCview, GIS, Adobe, Creative Suite and Microsoft Office.
- Excellent communication skills, both verbal and written.
- Excellent customer service skills and the ability to maintain good working relationships with others.

### Application instructions:

- Apply through our website at [www.abbotsford.ca/careers](http://www.abbotsford.ca/careers)
- A cover letter, resume and transcript are required.
- In your cover letter, state why you are suitable for the role.



- Submit all documents in one file (system accepts Word or PDF files).
- References will be required as part of the recruitment process.
- The posting will close at 5:00pm on the closing date of the competition.

### **Why Abbotsford?**

Abbotsford, “The Hub of the Fraser Valley” is continually striving to grow its dynamic and diverse community. Abbotsford is known for its innovation, knowledgeable workforce, sustainability, broadband and digital equity which is why we are recognized as one of the top 7 intelligent communities in the world.

Abbotsford is a diverse community made up of many different ethnic and cultural groups where 23% of the population is of South Asian descent. The dominant age groups for the City of Abbotsford are 20 to 29 years and by residents 40 to 49 years. Abbotsford is one of the country’s most culturally diverse communities with more than 50 languages spoken within the community.

Be part of the story and join our team today.

To apply please visit [www.abbotsford.ca/careers](http://www.abbotsford.ca/careers).

**Closing Date: March 02, 2025**