



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

Student Planning Assistant 1

Would you like to be part of a vibrant local government organization that handles a range of contemporary planning issues? Are you currently enrolled in a Planning, Geography and/or Urban Studies degree program and looking for an exciting role as a student with an interest in planning? The City of Delta has an opportunity for two service-oriented individuals who thrive in fast-paced environments and who would like to contribute and gain valuable experience in a municipal planning department.

These roles are for Student Planning Assistants within the Development Department. On a day-to-day basis, the successful candidates will:

- Provide support to the public and applicants by responding to inquiries at the front counter, as well as via email and phone, at Delta's Applications Centre
- Assist in the preparation and delivery of public engagement events related to development projects and policy initiatives
- Assist in preparing various maps and graphic materials
- Provide research support to the Community Planning team as needed

Successful candidates will also play a large role in developing and implementing an ambassador program to encourage accessory dwelling units. They will:

- Respond to enquiries from the general public or prospective development applicants and providing information on assistance grants such as the BC Housing Secondary Suite Incentive Program
- Monitor, review, and analyze customer feedback on development standards and application process
- Help organize and deliver public events and communications to build awareness and promote the program

These positions provide an opportunity to integrate with both the Development and Community Planning Divisions, participate in regular Planners' meetings, and gain exposure to both the long-range and development planning functions of a municipal planning department.

The ideal candidates will be between the first and second years of a Master's Degree in Planning; enrolled in a Post-Degree Diploma Program in Urban Planning; or between third and fourth years of an Undergraduate Degree program in Geography, Urban Studies or a related field. We are looking for individuals with understanding and interest in planning issues faced by the City of Delta. Ideal candidates will be self-starters with plenty of initiative; enjoy providing service to development applicants and the public; demonstrate aptitude in problem-solving; excel in a fast-paced environment; have a strong interest in local government and land use planning; understand local government policies, bylaws, and regulations; have some experience with one or more relevant software packages (e.g. GIS, Adobe Creative Suite and/or AutoCAD); and want to contribute to a fun and productive work atmosphere.

This is an auxiliary/casual role for approximately 32-35 hours per week, subject to operational needs, from May 1-September 1, 2025. After September 1, 2025, there may be potential for reduced hours subject to operational needs and student availability.

The City of Delta provides a competitive salary of \$31.66-\$37.20 per hour + 12% in lieu of benefits. Interested applicants are requested to apply online at www.delta.ca/employment, to competition #25-117 EX by **April 10, 2025**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check.