



<b>Position Title:</b>	Planning and GIS Records Intern	<b>Competition No:</b>	2026-16
<b>Department:</b>	Sustainable Economic Development	<b>Posting Date:</b>	May 1, 2026
		<b>Closing Date:</b>	Open Until Filled
<b>Category:</b> <b>EXTERNAL</b>	This is a Casual Non-Union position, excluded from the Collective Agreement and is open to all applicants.		

### Position Details:

Wage Rate: Up to \$20.40 per hour  
Hours of Work: Up to 40 hours per week  
Employment Type: Casual  
Position Duration: 4 months

### About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

### The Opportunity:

The City of Selkirk is currently in search of a **Planning and GIS Records Intern** to join our team. Under the direction of the Director of Sustainable Economic Development, the Planning Intern will support a major data management and service improvement initiative by digitizing and linking land history files within the City's ArcGIS-based parcel fabric. The role involves collaborating with City staff to upload historical records, organize and link files to individual parcels, and assist in developing streamlined processes for integrating future approvals.

### Job Duties:

1. Project Implementation
  - Manage digitizing and organizing planning and permit documents into datasets to ensure they are accurately saved, searchable, and easily retrievable for staff.
  - Responsible for uploading and accurately linking planning and permit datasets within the City's GIS-based parcel fabric using ArcGIS.
  - Coordinate with the City's GIS Technician, Urban Planner, and Planning Clerk to ensure alignment with the City's needs, data structure, and standards.

2. Data Management
  - Review, organize, and standardize planning and permit documentation for consistency and accuracy.
  - Ensure datasets are current, complete, and aligned with established GIS data structures and standards.
  - Conduct quality control checks to identify gaps, errors, or inconsistencies in uploaded data.
  - Observe established protocol for streamlining processes and integrating future approvals into the GIS system.
3. Documentation and Process Improvement
  - Document workflows, data entry procedures, and automation processes to support long-term sustainability of the system.
  - Identify, document, and formalize processes for project handoff and training of future staff to ensure continuity and streamlined implementation.
  - Identify opportunities to improve data organization, accessibility, and internal workflows.
4. Perform other related duties as may be assigned.

**Qualifications and Minimum Requirements:**

Minimum Requirements shall include:

- Familiarity with geodatabases, parcel fabric, and parcel data and attributes
- Experience managing and cleaning datasets
- Exposure to documentation and quality control practices
- Attention to detail and ability to work with large volumes of records accurately
- Ability to follow data standards and apply consistent naming and filing conventions
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to prioritize and organize tasks
- Ability to work independently while also collaborating within a project team.
- Ability to analyze information, identify inconsistencies, and propose practical solutions.
- Competence with computer systems, including Microsoft Office Suite, email & internet, and the ability to learn new technology as required
- Valid Class 5 or G Driver's License

Desired Qualifications shall include:

- Proficiency or developing proficiency with ArcGIS
- Basic understanding of land use planning, development approvals, or permitting processes.
- Awareness of municipal processes and the importance of accurate land and development records.

**Apply:**

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

**Comments:**

This is a Casual Non-Union position for a duration of 16 weeks ranging from **May to August 2026**, working **40** hours a week based on a flexible schedule. This position is excluded from the Collective Agreement and is open to all applicants. Applications will be accepted until the position has been filled.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

**NOTE:** Employees will be required to adhere to the City's Vaccination Policy.

You must be legally entitled to work in Canada