

PLANNING STUDENT

(Temporary Position from May to August 2020)

The Municipality of North Cowichan invites applications from candidates with the proven skills, qualifications and abilities for the position of Planning Student.

The position provides tremendous opportunities for those contemplating a career in a local government planning office. The setting provides a wide scope of interests to be explored. North Cowichan has a unique quality of having separate communities within a large rural setting. Balancing rural interests along with the urban pressures is a challenging dynamic facing those working in the Planning Department. The position also exposes the successful candidate to the realities of dealing with the public, politicians, developers and special interests. It is ideally suited to those who have a strong educational background combined with good interpersonal skills and a keen interest in building great communities. Deployment to other duties may be required from time to time.

Required Skills, Qualifications and Abilities:

1. Registered as a full-time, post-secondary student at an accredited institution during the current academic year (2019-2020) and returning to school full-time in the upcoming academic year (2020-2021).
2. Graduate program or senior undergraduate in Planning, Environmental Management, Geography, or Landscape Architecture and Building Engineering.
3. Knowledge of planning and building processes.
4. Organizational and communication skills; research and writing skills and working knowledge of computer programs.
5. Independence of judgment and capability of working with minimal supervision.
6. Possession and maintenance of a valid Class 7 or "N" Driver's License at minimum; a satisfactory current driver's abstract will be required.
7. The position may be physically demanding; candidate must be able to successfully perform all duties associated with the position. A medical certificate attesting to suitability for this position may be required.

This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website. This position will receive an additional 6% pay in lieu of vacation.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate will be required to undergo a criminal record check.

To Apply:

Visit the Municipality of North Cowichan Career Portal at www.northcowichan.ca/jobs to apply for this position.

Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

Application Checklist:

- Cover letter and resume.
- Proof of full-time enrolment (or equivalent) at an accredited post-secondary institution.
- Drivers' abstract can also be included as part of your application package. Call ICBC at 1-800-663-3051 or go online at www.icbc.com for a free copy.

Application Deadline:

4:30 p.m. Monday, January 20, 2020

