



## COMMUNITY PLANNING INTERN

1-year intern position

**PlanIt North**  
Yellowknife, NT

### **About the Opportunity**

PlanIt North is searching for a highly motivated student or recent graduate who would like to gain experience in community and regional planning.

We work closely with NWT community, regional and Indigenous governments and co-management boards to assist in collective and complex decision-making.

Our planning, project management and administrative projects are diverse. In recent years we have collaborated with our clients to support many community-driven planning processes including projects related to housing, strategic organizational development, land use, community economic development, and human resources.

### **Job Description**

The successful candidate will support many aspects of PlanIt North's operations and projects. We will work with the intern to create a professional development plan and ensure that your experiences at PlanIt North fulfill your learning goals. In your role with PlanIt North, you are likely to:

- Take notes at internal team meetings, teleconferences or larger workshops.
- Help to conduct basic research in best-practices by compiling information from other planning initiatives and related documents.
- Assist in the design of pamphlets, posters and plain language summaries.
- Support coordination of meetings and workshops by sending e-mails or calling project partners and by coordinating logistics such as space and refreshments.
- Learn essential office and financial skills by helping with book-keeping entries.
- Help write funding proposals on behalf of clients and assist with project reporting.

### **About You**

You have recently graduated from a relevant degree or diploma program. We will consider many programs to be relevant including Aurora College programs such as social work, office or business administration, adult education, education and environment and natural resources technology. Most university degrees will be considered relevant.

We may also consider someone with work experience who are considering further education but taking some time to decide a path forward. Alternatively, we might consider an individual who is attending a degree or diploma program but is looking for part-time or seasonal work (for instance over several summers in between school semesters).

You are interested in a career in community planning, which means that you want to work with your community or other communities to help leaders make and implement good decisions. Planning is about deciding how to allocate limited resources over time. What is essential to a community or organization? What goals does a community want to prioritize? How can these goals be achieved over time?

You are highly motivated and bring energy and enthusiasm to your work. You have a strong work ethic and can provide references from former supervisors (academic, professional or extra-curricular) who can speak to your level of effort, your consistent performance and your positive attitude.

### ***Experience and strengths***

- You are proficient with Microsoft programs including Word, Excel and PowerPoint. You are comfortable on a computer and can type quickly.
- You are good at communicating and have experience presenting information verbally and in written form.
- You are good at working independently and in teams.
- You have customer service experience or experience working with other people.
- You have strong people skills. You are a good listener, take direction and can provide feedback constructively and positively.
- You have experience organizing events or initiatives.

### **About Us**

PlanIt North is a Yellowknife-based firm that works primarily with clients in the Northwest Territories to build healthy, vibrant communities. We are a values-based company and we strive to create enabling work environments that meet not only direct project objectives but also support meaningful involvement of those who will be implementing plans in the long-term.

We want to create supportive learning environments for our team members. Our workspace is open, communicative and flexible. We offer a comprehensive benefits package and support for continued professional development.

### **How to Apply**

Please visit our website, [www.planitnorth.ca](http://www.planitnorth.ca) for more information and submit your resume and cover letter as a single pdf document to [jen@planitnorth.ca](mailto:jen@planitnorth.ca). Please ensure that the e-mail subject clearly indicates that you are applying for the intern position. Please ensure that at least two references are included in your application. References will be contacted *prior* to an interview. These should be work references if available, or they can be references from school, volunteer or extra-curricular activities.

Applications will be reviewed as they are submitted, so applicants are encouraged to apply as soon as possible. Applications will be accepted until Friday, June 7th, 2019

or until the position is filled. Preference will be given to candidates with Indigenous heritage. The salary range for this position is \$22 - \$32/hr depending on qualifications.