



ACCESS.

is looking for a
**Part-Time Planning Assistant
(contract)**
to join our Toronto team!

This role offers an **opportunity** to participate in innovative and complex planning projects, related to strategies for parking, transit station access, and municipal governance. You will have the chance to meet many professionals in the areas of transportation and urban planning across the Greater Toronto and Hamilton Area. There is potential for longer term contract or employment opportunities with Access Planning.

Together, Let's Build a Better City!

We are looking for a part time Planning Assistant to support stakeholder engagement activities and office administration throughout the winter and early spring of 2024 (approximately 12 week contract, 12 hours per week, with opportunities for extension). This is an opportunity well suited to graduate/undergraduate (4th year) students or recent graduates, with flexible schedules and based in Toronto. The position will have a mix of in-person and online requirements typically between 9am-5pm and Monday to Friday. The Planning Assistant will be expected to spread their time throughout the week to maintain their email inbox (i.e., ensuring that stakeholder questions are answered and/or forwarded in a timely manner) and adhere to meeting attendance needs.

The position will be paid an hourly wage of \$22-\$25

Tasks

- Work closely with Project Manager to develop a workplan, review deadlines, and report back on progress, while independently advancing tasks day-to-day
- Maintain contact lists of invitees, problem solving and finding alternate contacts as needed
- Maintain communication with invitees and answer logistical questions that may arise
- Prepare online platforms for collaboration (e.g. create meeting links, set up MURAL spaces, etc.)
- Package and circulate material (such as PowerPoints or PDFs) via email
- Distribute email invitations and manage RSVPs
- Support the preparation of meeting materials and logistics (food and drink, engagement boards, sticky notes, etc.)
- Attend and take notes at engagement meetings (a mix between online and in-person)

Skills

- Proficiency with Microsoft Outlook (creating meetings, managing attendance)
- Experience with online meeting software (such as Microsoft Teams, WebEx, or Zoom)
- Self-starter with a can-do attitude to figure things out
- Ability to multi-task and prioritize
- High attention to detail
- Visual communication skills
- High professionalism in written communications
- Experience with MURAL, Miro, or online whiteboarding software is an asset
- Experience with developing interactive workshops, focus groups, or meeting agendas is an asset

Qualifications

- University degree (or in progress) in urban planning, urban studies, political science, sociology, civil engineering, communications, or another relevant topic. Graduate degree underway is an asset.
- Demonstratable experience with research, communications, project management, or administration (organizing events like focus groups or large meetings is great experience).
- Interest in urban planning and transportation, from an academic or personal perspective, and an understanding of the Greater Toronto and Hamilton Area's current transportation landscape.

How to Apply?

Send a resume and cover letter to michelle.kearns@accessplanning.ca with the subject line "Planning Assistant Application".

We are looking for candidates with immediate availability.

