



Northern Futures Planning is seeking a **Community Planner**

We are adding a new community planner to our growing consulting team providing community planning services to clients across Northern Canada. We are seeking an individual in the early-mid stage of their career who has obtained, or is eligible for, membership in the Canadian Institute of Planners.

We are a small Ottawa-based consulting firm specializing in northern and indigenous community planning. We build our team by recruiting talented planners with a passion for the North and then training and mentoring them with care. Loving how we work is just as important to us as loving what we do – which is why we maintain a flexible schedule and office environment that lets us balance work and life. We employ a flexible hybrid workplace model including primarily working from home with in-office collaboration sessions. Some travel is required to northern Canada, including Nunavut.

Responsibilities

- Provide community planning and development review support services to clients
- Support short- and long-range planning exercises including in-community consultation
- Research planning policy and best practices
- Assist with proposal writing
- Interface with clients remotely through email, conference calls and video calls
- Provide on-site planning advisory support and undertake on-site planning exercises in client communities in northern Canada
- Assist other team members as needed



Requirements

- 1 - 4 years of experience
- Ability to write in a clear and concise manner for targeted audiences
- A great listener with ability to communicate clearly with people of diverse disciplines
- Understanding of regulatory tools used to control land use and development in communities
- Ability to work effectively remotely with limited supervision
- Ability to travel within Canada for work trips up to two weeks in length
- Ability to manage time and prioritize activities over a number of projects
- Cross-cultural competency
- A Bachelor's degree in Planning (Master's degree in Planning, or Planning-related discipline, preferred)
- Eligible for, or have attained, full membership with CIP and either OPPI or APPI

Salary and benefits

- Salary and vacation commensurate with experience and qualifications

Job format

- Hybrid full-time, 37.5 hours per week
- Work hours: 8:30am – 5pm, with an hour for lunch
- An alternative work schedule, and schedule flexibility may be considered
- Work week: 1 day in-office, 4 days remote

Please email your application, including CV and cover letter as a single PDF, to Jesse Ajayi - jesse@northernfutures.ca - using the subject line "Job Application 2024: Community Planner – Your Name".

Jesse Ajayi, MSc, RPP, MCIP
Partner & Community Planner
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Applications will be reviewed as received, and applicants contacted at that time. Applications will be received up to February 23, 2024.