

Junior Policy Advisor for Planning and Housing

Job Description

Toronto City Councillor is looking for a junior policy advisor for planning to provide advice and support to Councillor and staff on development plans and applications during this exciting period of immense growth in our city. You will provide support to Councillor for his committee work on Toronto Community Housing Corporation as well as the Planning and Housing Committee. You will act as a liaison for Councillor's office with individuals and community groups on development plans and applications and coordinate with city planning staff to help resolve citizen issues and concerns. You will also help to coordinate community consultations and respond to public inquiries re applications for developments. Some of this work will require you to attend evening and weekend meetings.

Knowledge Requirements

You have a good knowledge of the principals and practices of planning as well as effective writing techniques. Knowledge of an area such as transportation or affordable housing is desirable as is an understanding of the social and environmental effects of proposed plans and the best practices in design aesthetics.

Skills

You have well developed oral communication and interpersonal skills as well as a high proficiency in Microsoft Office, Internet applications and GIS. You also have an ability to work well in a team environment or independently as needed and have an appreciation for tact, diplomacy and confidentiality.

Minimum Qualifications

*Bachelors in Urban Planning or Public Policy
0-3 years of work experience*

Start Time

Early February

Salary

\$60,000 starting or commensurate with experience

Please send your cv to Alexandra.Kyriakos@toronto.ca

This position will require you to work at Toronto City Hall, 100 Queen Street West.