



Job Title: Urban Planner

Department: Engagement

Reports To: Executive Director

POSITION SUMMARY

Working in conjunction with another planner, this position supports the community associations' role in planning by developing and delivering education and resource materials, advocating for the community role in planning, promoting good public engagement strategies, facilitating community collaboration, assisting community-based planning initiatives, and planning consultation services as required.

ACCOUNTABILITIES:

1. Facilitate improved community volunteer participation in planning by providing enhanced training and education opportunities and resources that support broader engagement and understanding of good planning practices
 - Plan and conduct forums and workshops
 - Design new education offerings around emerging planning issues
 - Facilitate planning education through Partners in Planning and other initiatives in collaboration with other groups
 - Provide regular updates on planning issues and initiatives to communities
 - Provide planning resource materials to communities through the Federation newsletter and other means; ensure the "Community Guide to the Planning Process" is kept up to date and made available to communities.
2. Encourage improved community participation in planning processes by supporting volunteers through coordinating, convening and facilitating discussions among communities and stakeholders.
 - Network and communicate regularly with community stakeholders to ensure mutual sharing of relevant information
 - Monitor emerging planning related issues that might affect communities and pro-actively host forums, "conversation cafés" or conduct surveys to network, educate and inform citizens
 - Host, co-host or promote workshops and forums that bring CAs and citizens together with developers, builders, City departments and other groups to build understanding around good planning practice
 - Improve the planning effectiveness of CAs facing similar issues by encouraging collaboration and information-sharing through convening and facilitating discussions between communities
3. Facilitate community-led planning initiatives, collaborate with City departments and represent a community perspective on City committees and engagements.
 - Facilitate community-led and multi-community planning projects

- Facilitate partnership with U of C to design and lead community visioning exercises
 - Contribute in developing resources for community led planning processes
 - Liaise with City departments on community planning and engagement activities and policies
4. Represent the interests of the “community association movement” and future community associations through presentations to council, discussion with management level city planners and various other planning stakeholder (e.g., developers, school boards)
- Advocate for the community role in the planning process and improvements to the planning process
 - Represent community association interests by participating in external committees and planning consultations as needed
 - Participate in relevant public hearings as needed
 - Develop one-on-one relationships with key decision makers
5. Build Capacity for Delivering Planning Services
- Assist in maintaining community boundary and contact information
 - Execute the FCC Strategic Plan and the related Planning Services work plan
 - Work with Board Members and other volunteers to maintain an effective Urban Planning Committee subcommittee focused on education and training
 - Other duties as requested

Administrative responsibilities

- Develop a workplan and metrics for the position and update monthly
- Update the communications database daily
- Prepare and provide summary reports of programs, services and connections, including recommendations for future improvement and change
- Take actions to minimize risks and maximize opportunities for the organization
- Work with staff to ensure brand elements are maintained
- Work with other staff to ensure that timely information is circulated, and posted online
- Provide monthly board reports to Executive Director
- Other duties as required

HOURS OF WORK:

- 35 hours a week; some evenings and weekends

SALARY

Commensurate with experience. The Federation offers a competitive compensation and benefits package.

Please send your electronic résumé and cover letter to: Toun Osuntogun, Urban Planner
planner1@calgarycommunities.com.

Please note that only candidates invited for a preliminary interview will be contacted.