

## Job Description

**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
  - Partner with The City of Calgary Planning & Development Services to facilitate planning education through Partners in Planning and other initiatives
  - Provide regular updates on planning issues and initiatives to communities
  - Provide one-on-one assistance to volunteers
  - Provide planning resource materials to communities through the Federation newsletter and other means; ensure the "Community Guide to the Planning Process" and other resources are 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 affected parties.
  - 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 community associations 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
  - Present case studies and recommendations to The City of Calgary to support problem solving around planning tensions

3. Facilitate community-led planning initiatives, collaborate with City departments, and represent a community perspective on City committees and engagements.
  - Support and assist, as needed, on community-led and multi-community planning projects
  - Facilitate partnership with the University of Calgary, Masters in Planning and Urban Studies Program to design and lead community activities.
  - 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. Administrative Responsibilities
  - Assist in maintaining community association boundaries and contact information; work with City in regards to “the boundary in which a community association is circulated on planning matters”
  - Execute the Federation 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
  - 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
  - Other duties as requested

**SKILLS:**

- Self-starter and able to move projects or initiatives forward
- Education in urban planning and understanding of planning best practices
- Strong organizational, interpersonal and communications skills
- Training or experience in facilitating groups, adult education and community development
- Ability to think critically, innovatively, and politically
- Ability to build relationships and work with diverse groups
- Excellent verbal and written communications skills

**QUALIFICATIONS:**

- Graduate degree in urban planning or a related discipline , or an equivalent combination of education and experience.
- Knowledge of civic affairs and public consultation practices related to planning
- Community association experience an asset

**HOURS OF WORK:**

35 hours per week, some evening and weekend work. This is a full-time position. The salary range is \$50,000 to \$53,000 per year, plus a comprehensive benefits package is also offered.

**HOW TO APPLY:**

Send a resume and cover letter, complete with salary expectations to:

Leslie Evans, Executive Director  
Federation of Calgary Communities  
110 720 28<sup>th</sup> Avenue NE  
Calgary, AB T2E 6R3  
[leslie.evans@calgarycommunities.com](mailto:leslie.evans@calgarycommunities.com)

**DEADLINE:**

Sunday, March 10, 2024