



Job Description

Job Title: Planning Coordinator

Department: Engagement

Reports To: Executive Director

POSITION SUMMARY

This position will partner with the Urban Planner, and support community associations by providing front line support, answering public enquiries, delivering education and resource materials, promoting good public engagement strategies, facilitating community collaboration, and assisting community-based planning initiatives.

ACCOUNTABILITIES:

1. Improve community planning committee outcomes to support broader community engagement and understanding of good planning practices
 - Develop and deliver resources, support, and education to improve effective Urban Planning Committee structures and processes by:
 - Developing and providing planning committee materials to communities
 - ensure the “Community Planning Committee” is updated and made available to communities
 - Offer training workshops and one-on-one support around planning committee operations
 - Implementation of standards of practice for committees
 - Research and resource opportunities to build additional community capacity around planning issues (i.e. legal, professional planners, etc.)
 - Co-facilitate planning education through Partners in Planning and other initiatives in collaboration with other groups
 - Support community volunteers through coordinating, convening, and facilitating discussions among communities and stakeholders.
 - Provide updates and communication to our members throughout newsletter and various social media platforms

2. **Elevate the importance and relevance of a community voice in City planning**
 - Advocate for the community role in the planning process and improvements to the planning process
 - Represent community association interests by:
 - Facilitating engagement sessions with members to understand their perspectives; and,
 - Participating in external committees, planning consultations and public hearings as they relate to the position’s portfolio

- Develop resources and training to assist them in learning how to advocate and reflect their own community voice
- Develop one-on-one relationships with key decision makers
- 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
- Network and communicate regularly with community stakeholders to ensure mutual sharing of relevant information

3. Facilitate community-led planning initiatives

- Collaborate with University of Calgary Urban Studies professor and Executive Director to organize and implement the Exploring Communities program
- Assist Activate YYC staff to deliver programs
- Advance city policy to enable more citizen led initiatives

4. Administrative responsibilities

- Maintain community boundaries and contact information
- Execute the Strategic Plan and the related Planning Services work plan
- 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
- Other duties as required

HOURS OF WORK:

35 hours per week.

General office hours are 8:30 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to noon Fridays. Evening and weekend work will be required.

SALARY:

\$48,000 to \$51,500 per year plus benefits

Deadline:

Application Deadline: April 30th, 2024

Please provide your resume, cover letter and a link to your portfolio to:

Leslie.evans@calgarycommunities.com