

Urban Strategies is a leading international planning and urban design firm, based in Toronto, Canada. We have over 70 permanent staff from diverse professional backgrounds including architecture, economics, landscape architecture, planning, public administration and the visual arts. This diversity allows us to meaningfully integrate planning and design to evolve and transform communities. Our work occurs at many scales and in many diverse places, and includes the preparation of community and institutional master plans, downtown revitalization strategies, waterfront renewal, development planning and policy plans. We have clients across North America, in the UK, Europe, the Caribbean and Asia. We are located on the top floors of a sunlit, post-and-beam former knitting factory at Queen Street W. and Spadina Ave, in downtown Toronto. We have a strong reputation for great work, great people, and great coffee.

Position

We currently have an opening for a talented Urban Planner.

Responsibilities

Urban Planners are responsible for undertaking a wide range of assignments on projects large and small in a variety of settings. They work with other Planners, Urban Designers, Graphic Designers, Associates, Principals and Partners. Our Urban Planners are expected to:

- Work collaboratively within multidisciplinary teams to advance complex projects
- Work independently and exercise judgement on specific tasks
- Communicate clearly, professionally, and persuasively, both orally and in writing
- Manage their time to meet deadlines and produce high-quality deliverables on multiple concurrent projects
- Adapt and respond to a dynamic and fast-paced work environment
- Be willing to travel to work assignments outside of Toronto
- Make a positive contribution to office culture and our collective professional knowledge-base

Specific responsibilities will include:

- Analyzing and summarizing policy documents, zoning-by-laws and background studies
- Preparing presentations, reports and other deliverables
- Coordinating the work of project team members and sub-consultants
- Developing and administering work plans, schedules and budgets to advance projects
- Engaging regularly with clients
- Managing the scheduling and logistics for meetings and consultation events
- Participating in presentations to clients and the public
- Facilitating discussion at consultation events
- Participating in proposal writing and other business development activities

Qualifications

The candidates we will consider for this position will have the following qualifications:

- A master's degree in planning
- Excellent writing skills and confidence in public speaking
- Strong PowerPoint skills and a solid understanding of other Microsoft Office software
- Basic skills in Adobe InDesign
- Solid knowledge of and preferably experience working with GIS
- Solid knowledge of and experience in applying planning policy and regulations in Ontario, including the Provincial Policy Statement, the Growth Plan, official plans and zoning by-laws
- A valid driver's license and passport

The following qualifications will be considered an asset:

- Minimum of two years of work experience preferred
- Membership in OPPI and CIP
- Planning and project management experience in the private or public sector
- Skills and experience in advanced data mapping, management and analysis

- Skills in other Adobe Creative Suite software (e.g., Photoshop, Illustrator)
- Fluency in French or Mandarin

If you have applied for a position in the last 6 months, please do not re-submit your resume.

To apply, please send a cover letter and resume (PDF) to hr@urbanstrategies.com or click on the link Apply
Now on our website: <http://www.urbanstrategies.com/contact>