

Summer Student, Development Planning (Job # 2025-031-IE)

Department:	Development Services
Status:	Full Time, Seasonal (4-Month Contract)
Date Posted:	February 6, 2025
Date Closing:	February 20, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$18.49 - \$20.79 per hour
Flexible Working Arrangements:	Yes

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

Reporting to the Manager, Development Planning and the Manager, Policy Planning, the student will assist the Planning Division staff to carry out routine and day to day tasks related to planning functions and customer service. The Planning department has a range of very exciting Policy and Development Planning projects to undertake in 2025 as directed by Council and the student will be working closely with the planners to assist with research, data gathering and compilation, analysis, reports, etc. The successful candidate is an energetic, motivated individual with excellent interpersonal skills who works well in a team environment.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

The Town of Whitchurch-Stouffville is accepting applications from University and/or College students for the position of Summer Student, Development Planning (May to August) in the Planning Division of our Development Services Department. Duties include conducting site visits and field research, in support of development application processing; conducting research on planning policy and development related issues, including housing and climate change projects; compiling and analyzing data; preparing reports; compiling information related to special projects; providing support to Planning staff; consolidating and updating planning manuals, documents, publications and other resource materials; assisting in providing customer service support of planning and development inquiries; and other duties as assigned in support of the Planning Division.

Qualifications and Requirements:

- Minimum one (1) year completed post-secondary education in Planning, Geography, Environmental Studies, Architecture, Economics, or related field;
- Knowledge and understanding of planning and development related issues in a municipal environment;
- Strong research and analytical skills and the ability to work independently on specific tasks;
- Proficiency in Microsoft Office, Outlook, Word and Excel;



- Knowledge of GIS mapping and photography skills are an asset;
- Strong written and oral communication skills;
- Superior customer service skills; and,
- Class G Driver's License and use of a personal vehicle is an asset.

How to apply:

Please forward your resume in confidence by **February 20, 2025, at 4:00 p.m.**, identifying **Job # 2025-031-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.