



## Summer Student, Development Planning (Job # 2024-017-IE)

<b>Department:</b>	Development Services
<b>Status:</b>	Seasonal Full Time (4-month contract)
<b>Date Posted:</b>	February 5, 2024
<b>Date Closing:</b>	<b>February 29, 2024, 4:30 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week, 8:30 a.m., to 4:30 p.m., Monday to Friday
<b>Salary:</b>	\$17.95 - \$20.19 per hour

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Working for the Town of Stouffville means being a part of a tight knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

Reporting to the Manager, Development, the student will assist Planning Division staff to carry out tasks related to customer service and planning. The successful candidate is an energetic, motivated individual with excellent interpersonal skills who works well in a team environment. This position is funded by the Federal Government's "Canada Summer Jobs" program.

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 reflect 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 Development Summer Student (May to August) in the Planning Division, 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; 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 Development Planning Department. This position is funded by the Federal Government's "Canada Summer Jobs" program.

### 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 29, 2024, at 4:30 p.m.**, identifying Job # 2024-017-IE in the subject line to [hr@townofws.ca](mailto: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.**