

Development Services Co-Op – Summer Student

Reports to: Manager of Development Services
35 hours per week for up to 16 weeks starting April/May 2022

Canada Summer Jobs:

Canada Summer Jobs is an initiative of the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to help all young Canadians develop skills and paid work experience to successfully transition into the labour market. To be eligible you must be aged between 15 and 30 years of age at the start of employment, you must also have a valid Social Insurance Number and be legally entitled to work in Canada.

Summary:

Reporting to the Manager of Development Services, this new position will be supporting the Development Services team within the Village of Pemberton by providing administrative and data analysis support and assistance.

Our Development Services team work closely with Village residents and developers on both short-term and long-term planning solutions for the community including housing developments, sustainability, social and economic development. They support with building permit applications, building inspections and rezoning amendments.

Responsibilities:

- Review and analyse new census data for the Village of Pemberton with a focus on population size, housing status, employment, economics and social measures.
- Comparing new census data with historic data and other municipalities.
- Updating our Commercial Space Inventory and Residential Use Inventory.
- Responding to queries about the Commercial Space Inventory and Residential Use Inventory.
- Updating our registry for covenants, easements and rights of way (ROW) and checking if permits have been registered.
- Reviewing and updating content on the Development Services part of our website.
- Keeping files organized and easily accessible for the team.
- Digitalization of paper records and filing.
- Complete one Co-Op project appropriate to the successful candidate's skills and experience.
- Other duties as assigned.

Skills and Experience:

- Confident learning new computer software.
- Experience using Microsoft Office programs, ideally Outlook and Excel.

- Interest or curiosity in maths, statistics and/or data analysis.
- Enrolled or completion of a course related to local government land use planning, highly advantageous.
- Strong communication skills.
- Ability to work well both independently and as a member of a team.
- Curiosity about the growth and development of Pemberton as a community.