

PLANNING ASSISTANT

Our Development Services team works closely with Village residents and developers on both short-term and long-term planning solutions for the community, including housing developments, sustainability, and social and economic development.

Reporting to the Manager of Development Services, this position will support the team by providing assistance and analysis for a wide variety of tasks and projects.

Responsibilities:

- Supporting community engagement initiatives and providing assistance to various long range planning projects focused on housing
- Reviewing and updating content on the Development Services project website
- Advancing opportunities within our Community Climate Action Plan
- Providing support to new and ongoing Development Projects and Long-Range planning objectives
- Conducting assessments and collecting data in the community in support of active projects and departmental objectives
- Council report writing and completing analysis for reports
- Keeping files organized and easily accessible for the team
- Digitalization of paper records and filing
- Supporting initiatives led by other departments that have land use or public engagement dimensions
- Other duties as assigned

Skills and Experience:

- Proactive, independent and a strong team player
- Confident learning new computer software
- Experience using Microsoft Office programs, ideally Outlook, Word, 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
- Experience with ESRI suite of tools considered an asset

Job Title: Planning Assistant
Developed By: Human Resources
Updated: March 2025



Emergency Operations Responsibilities:

All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Posting Details:

Job Location: Municipal Hall, Prospect Street

Job Type: Full-time, Summer Term

Application Deadline: March 31, 2025

Estimated Start Date: May 1, 2025

Job Grade: 8

Salary: \$24.14 per hour

The Village of Pemberton is committed to diversity, inclusion, and accessibility. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you have a passion for serving the community and supporting a healthy, safe workplace, we want to hear from you. We celebrate diversity and welcome applications from all interested candidates.