

## Job Title: Associate Planner

### Company Overview:

EcoPlan International (EPI) is a dynamic, multidisciplinary team of planners, designers, economists, and GIS specialists. We are based in Vancouver on the unceded, traditional, and ancestral territories of the xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations.

EcoPlan works on a wide range of projects, including Indigenous planning, local economic development, climate change adaptation, impact assessments, program evaluation, land use planning & design, mapping, and others. Our clients include local governments, non-profit organizations, and Indigenous governments and organizations across Canada and the US. We are well known for our approach to community engagement and facilitation, along with our use of structured decision tools and evaluation processes.

### Job Description:

We are seeking a highly motivated planner with 5+ years of professional experience to support and lead a variety of projects. The ideal candidate will have experience with community-engaged planning, facilitation, project coordination, communications, and planning research and analysis. We are interested in candidates with practical experience in a variety of planning projects. Experience working in indigenous communities would also be highly valued.

### Key Responsibilities:

- Work directly with senior staff to coordinate complex professional planning processes.
- Review, research and analysis of planning history, demographics, and trends.
- Support the design and facilitation of community engagement processes.
- Work with clients to draft project materials and deliverables.
- Prepare accessible and user-friendly reports, presentations, and communication materials.
- Support RFPs or funding applications as needed.
- Other duties as assigned.

### Experience and Qualifications:

#### *Essential:*

- Graduate degree in Community Planning or related discipline with 5+ years of relevant work experience in planning.
- Strong communication, writing and interpersonal skills.
- Experience with in working with Indigenous communities.
- Experienced as part of a team and moving in a fast-paced, multi-project environment.
- Cultural competency and sensitivity, including principles of equity and anti-discrimination.
- Excellent analytical, critical thinking, and problem-solving skills.
- Curiosity and flexibility to learn new software and technologies.
- Strong technical skills.
- Professionalism and the ability to build relationships with new and existing clients.

#### *Desirable:*

- Certification or eligibility for certification with the Planning Institute of British Columbia (PIBC)/Canadian Institute of Planners (CIP)
- Living in Vancouver or in the Lower Mainland.
- Experience in presentation and group facilitation.
- Conflict resolution skills.
- Familiarity or understanding of Structured Decision Support.
- Working knowledge and/or familiarity with Adobe Creative Suite- In Design, Illustrator, Photoshop, and GIS mapping software.

### Pay Structure and Benefits Package:

The pay for this position is competitive and will be based on experience and qualifications. We offer a comprehensive and competitive benefits package that includes health insurance, professional development, paid vacation time, paid personal time and sick days, a flex day program, and an RRSP contribution program.

### Work Life Balance:

We are committed to providing a flexible and accommodating work environment. We believe in promoting a healthy work-life balance and are committed to providing our team members with the necessary flexibility in their schedules to thrive. The hours per week for this position are negotiable, with an expectation of 35 hours per week.

### Working Conditions:

Working conditions may include any, or all the following aspects:

- Tackling new types of projects with steep learning curves on a regular basis.
- Working both independently and within dynamic team situations depending on the project.
- Travel including some travel to remote communities.
- Attending meetings and/or conducting and participating in workshops, charrettes, and community events which can be scheduled in the evenings or on weekends.
- Work with communities where an openness to cross-cultural and trauma informed practice, awareness and sensitivity is required.
- Multi-tasking to manage multiple projects and sometimes under time constraints.

### Application

Please submit a resume, cover letter, and examples of your work that highlight your writing and communication skills via email to:

[info@ecoplan.ca](mailto:info@ecoplan.ca)

Start date: Flexible