



## Township of Whitewater Region

### EMPLOYMENT OPPORTUNITY *Planning Summer Student*

***Located within the scenic Ottawa Valley and bordered by the Ottawa River, the Township of Whitewater Region is a dynamic place to live, work and play. Known worldwide for whitewater rafting and kayaking, we offer a variety of activities with proximity to the Nation's Capital.***

The successful candidate will work under the general direction of the Planner/Economic Development Officer conducting research and analysis, inventory and data collection as well as preparing reports on several planning and economic development associated matters.

#### **Job Description:**

- Provide support to the Planner on a variety of projects.
- Conduct research on current development plans (Zoning By-law Review) and other topics.
- Assist in reviewing and making recommendations on development permits and land development applications such as Zoning By-law amendments, minor variances and subdivision/site plan control approvals.
- Collect and compile data on current initiatives and assist in preparing reports to provide input on policies and development initiatives.
- Assist with public engagement and provide logistical support for consultations.
- Other supportive duties as assigned

#### **Job Qualifications:**

- Masters or Undergraduate program in Planning, Public Administration or related field.
- Interest in municipal government including community planning and economic development.
- Strong interpersonal and communication skills to assist with outreach efforts.
- Must possess strong analytical, research and writing skills.

**Compensation:** \$18.00 per hour, 35 hours per week (15 week-term)

Please forward resume with covering letter (in MS Word or pdf format) explaining why you are the best candidate for the position, referencing "Planning Summer Student" **by 4:00pm on Friday, February 28, 2020** to Ivan Burton at [jobs@whitewaterregion.ca](mailto:jobs@whitewaterregion.ca)

***The Township is committed to providing a barrier free workplace. If accommodation is required during the selection or interview process, it will be available upon request. This job posting is available in an accessible format upon request. We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used for the purpose of candidate selection.***