

COMMUNITY PLANNING INTERN

(Full Time - Temporary)



Aaron Aubin Consulting Inc. (Aubin) is an Indigenous-owned consulting firm working in Canada to deliver tailored and innovative solutions. Aubin pursues client relationships and projects that empower meaningful dialogues between Indigenous communities and government, and corporations. Dedicated exclusively to projects that deliver societal benefits, Aubin has provided Indigenous engagement, planning, and advisory support for complex and high-profile community-building and infrastructure projects across Canada. Aubin's four core services areas include Indigenous and Stakeholder Engagement, Community Planning and Development, Strategic Planning, and Capacity Building.

Aubin is currently seeking a highly motivated student for a Community Planning Intern position in our Calgary office. The student must be registered in a post-secondary institution and obtain a degree or diploma in planning or a related field.

QUALIFICATIONS AND EXPERIENCE

Knowledge about Indigenous Peoples and Communities

- Lived or professional experience working with Indigenous Communities
- Understanding of Indigenous Peoples, protocols, history, the Truth and Reconciliation Commission of Canada's Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples
- Ability to build and foster relationships with Elders, Knowledge Keepers, urban Indigenous communities, academic institutions, governments and youth

Urban and Regional Planning

- Knowledge of land use planning policies and regulations, environmental legislations and provincial, territorial and federal legislation related to planning
- Understanding of how to apply urban and rural planning processes, principles and concepts to inform land use decisions and recommendations

Indigenous and Public Engagement

- Ability to communicate, interact and present to diverse communities, stakeholders and organizations
- Keen interest in Indigenous and public engagement, with demonstrated knowledge and understanding of engagement design and facilitation

Other Qualifications

- Strong organizational and problem-solving skills
- Advanced knowledge using computer software applications: NVivo, AutoCAD, GIS, Adobe Creative Suite, Microsoft Office, and Google Workspace (formerly G Suite) on both Windows and Mac platforms
- Attention to detail and the ability to deliver high-quality work on multiple projects with competing deadlines
- Highly developed communication skills, including oral, written and graphics
- Ability to conduct research and provide analysis on a wide range of planning subjects with minimal supervision
- Valid drivers licence (non GDL) along with a clean driver abstract
- Fluent in English and French (oral and written)

DUTIES

The position will require the following duties to be performed:

- Support and/or lead workshops, focus groups, one-on-one interviews, open houses and talking circles
- Collaborate with the team to support engagement design, planning, communications, and reporting
- Transcribe, clean/organize, code and analyze engagement input using NVivo program
- Logistics and technical support for in-person and online engagement events
- Assist with drafting and preparing land use policies, zoning bylaws and plan amendments
- Drafting components of reports and documents (i.e., plans, figures, briefings, reports, newsletters and other community-facing materials)
- Researching planning policy, trends and best practices
- Assist with proposal writing and development of marketing material and presentations
- Using technology such as audio/video recorders to capture unique stories and valuable knowledge
- Provide logistics support for site visits and events (mobilizing and demobilizing)
- Organizing and inventorying equipment and supplies
- May involve driving to and from meeting and engagement events
- Potential air travel to meetings and events throughout Canada, with potential for overnight stays
- Push, pull and lift materials up to 50 pounds

Work Environment

Aubin is headquartered in Southeast Calgary, Alberta. Staff operate out of a professional and collaborative studio environment, featuring innovative technology (drones, audio/video recording equipment, interactive screens and video conference equipment) and ergonomic workstations to support creative problem solving.

Given current COVID-19 government restrictions, the candidate must have access to reliable internet and be able to work remotely; accommodations (laptop, large screen monitor) may be available if required.

Compensation

Compensation is commensurate upon experience.

Apply

Send a cover letter and resume to: careers@aubinconsulting.com, quoting the above job title.

Preference will be given to candidates with Indigenous Heritage (First Nation, status or non-status, Métis, Inuit). Candidates chosen for an interview will require work related references. The successful candidate for the position will be required to pass a Police Information Check for employment.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. No telephone inquiries please.