



Policy Planning Intern (One-Year Contract, with potential of One-Year Extension)

The Corporation of the City of North Bay currently has a Policy Planning Intern position available working within the Planning Department. This full-time one-year contract (with the potential one year extension) position is partially funded by NOHFC's Northern Ontario Internship Program.

In order to be eligible, candidates must be a University or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.

The successful candidate will be responsible for supporting the Planning Department in the completion of special policy projects that will encourage growth and development. This will include updating the City's Community Improvement Plans, assisting staff in collecting and preparing data for various planning projects and studies required for the City's Official Plan review process; providing support to a team of community planners; preparing planning reports; and completing other special assignments as required.

Requirements of the Position

- Degree in Urban Planning from a recognized School of Planning or equivalent or other related discipline
- Strong understanding of Ontario land use planning framework, the Planning Act, Provincial Policy Statement, Official Plans and Zoning By-laws
- Excellent research and writing skills
- Proficiency in Microsoft Office (Word, Excel)

Desired Knowledge/Skill/Ability

- Membership in OPPI & CIP
- Excellent written and oral communications, presentation and group facilitation skills.
- Excellent research and analysis skills.
- Excellent analytical, mathematical, logic and deductive reasoning skills in combination with creative thinking abilities are preferred.
- Highly motivated self-starter able to work independently and willing to take on new challenges
- Ability to work effectively in a team environment

Qualified individuals interested in being considered for this position are requested to submit a cover letter and resume, in confidence, clearly indicating eligibility, no later **than 4:30 p.m., Friday, January 25th, 2019** to email,

staffing@cityofnorthbay.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

An Equal Opportunity Employer

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



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