



## Junior Planner and Intermediate Planner

Calgary, Alberta

**Invistec's Team continues to grow!** Invistec's Calgary Office is currently looking to hire two new planners: a Junior Planner and an Intermediate Planner. The successful applicants will form part of a diverse and interdisciplinary firm that collaborates on a variety of planning projects from large scale plans to site-specific developments to proposal writing. These positions require motivated and enthusiastic team players who are able to take initiative, work in a team environment, and also work independently. These positions will include some evening work and occasional travel.

### Who We Are:

Invistec Consulting provides professional consulting services in planning, engineering, and landscape architecture. Founded by professionals with a common passion for *innovation, integrity, and excellence*, our core business is serving clients – small or large, public or private – with efficiency and attention to detail.

### Description of the Opportunities:

- Preparation of land use and development applications
- Preparation of public and private proposals
- Preparation of background research reports and various due diligence reports.
- Monitoring and management of applications on behalf of clients
- Preparation of public engagement materials and attendance/presentation/facilitation at Public Open Houses
- Preparation and presentations at Planning Commissions, Council (Public Hearings), and other various committees as required
- Policy analysis and writing
- Preparation of some visual diagrams, maps, and figures
- Liaise with clients, stakeholders, administration, sub-consultants, and public officials
- Produce meeting agendas and minutes, note taking, and administrative tasks as required
- Any other such duties that may be assigned





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### The Successful Candidates will Possess the Following:

#### *Junior Planner*

- A degree in urban planning or related discipline
- An understanding of planning practices in the Calgary Region, Provincial planning legislation, and the planning regulatory environment
- 0-2 years of professional planning experience
- APPI Regulated member preferred, but not required
- Project management, communication, writing, and research skills
- Verbal communication and presentation skills
- Urban design and graphic design experience is an asset
- Public engagement and customer service experience
- Able to work independently and as a member of a team effectively
- Proficiency in MS Office Suite and digital video softwares (Zoom, Teams)
- Experience with Adobe Creative Suite and AutoCAD is considered an asset
- Valid driver's license

#### *Intermediate Planner*

- A recognized degree in urban planning
- An understanding of planning practices in the Calgary Region, Provincial planning legislation, and the planning regulatory environment
- A minimum of 3-5 years of professional planning experience
- APPI Regulated member preferred
- Excellent project management, communication, writing, and research skills
- Excellent verbal communication and presentation skills
- Urban design and graphic design experience is an asset
- Public engagement and customer service experience
- Able to work independently and as a member of a team effectively
- Proficiency in MS Office Suite and digital video softwares (Zoom, Teams)
- Experience with Adobe Creative Suite and AutoCAD is considered an asset
- Valid driver's license

### How to Apply:

If you believe you are a perfect fit for Invistec, please send your **resume** and **cover letter** to [yycplanning@invistec.ca](mailto:yycplanning@invistec.ca). Learn more about us at [www.invistec.ca](http://www.invistec.ca).