

Community Planner

Edmonton, AB

About the Opportunity

Our Edmonton branch is looking to add a capable and enthusiastic Community Planner to the existing team of professionals. In this role, you will benefit from the support of industry professionals while working on exciting and challenging projects that make a visible difference in many communities.

Coupled with the diverse learning and project experience opportunities, do you see yourself excited to contribute to:

- Conducting both qualitative and quantitative research, conducting data analysis, and effectively conveying the findings in writing.
- Assisting in the preparation, organization, and delivery of engagement materials at community meetings, open houses, and client meetings.
- Supporting the writing of diverse assignments and deliverables such as community plans and reports, project proposals, memos, and meeting agendas.
- Travelling alongside colleagues to visit new and existing clients for relationship building and project delivery - especially in a new market, this will include going out to communities and investing time in cultivating these relationships.
- Establishing collaborative relationships with internal practitioners and consultants, municipalities, and communities across Northern Alberta.

About You

Our ideal candidate is a recent graduate of a planning program accredited by the Professional Standards Board (PSB) on behalf of the Canadian Planning Profession with up to 2 years of related experience. We are also open to other educational backgrounds, such as political science, business administration, economics, Indigenous studies, community development, urban studies, urban development, or other related majors.

The core skills that will help you succeed here include:

- You have a foundational understanding of/interest in land use planning, policy, and development processes.
- You take the initiative, are a problem solver, and continually deliver consistently high-quality work.
- You are an excellent communicator, both verbal and written, and can comfortably convey information to a wide array of audiences.
- You practice active listening and enjoy working with people of varying backgrounds and perspectives.

- You have strong organizational skills and can manage multiple demands on an ongoing basis.
- You are a problem solver and are able to make connections both independently and as part of a larger group.
- You can travel to project sites within Alberta and hold a valid Class 5 Driver's Licence.

About Us

Urban Systems is a Canadian employee-owned interdisciplinary community consulting firm. We are united in our mission to transform communities everywhere into vibrant places where people want to live today, tomorrow, and forever.

At Urban Systems, vibrant communities are everything—including our own work community. Since 1975, we have grown to more than 700 people with 18 offices across Canada. Every day, our purpose-driven team works closely with our clients and their communities to deliver impactful work. We are proud to work with diverse clients, including Indigenous communities, all levels of government, commercial and residential land developers, and the natural resource sector.

We care for our communities and for our people. It's our differences that make us exciting, and our shared belief in Urban Systems that binds us together. We're searching for the creative and passionate and the curious and courageous to join us in creating meaningful and generational change in communities.

Our Commitment to You

Are you looking for opportunities to participate in challenging projects and work with multiple teams? Join a diverse and supportive group of professionals at Urban Systems and take part in impactful work building vibrant communities across Canada. Here's what you can expect as a team member at Urban Systems:

- **Competitive Compensation and Benefits.** You'll receive competitive compensation, extended health, dental, vision care coverage, and more. **This position will have a salary range of \$65,000.00 - \$80,000.00 per year based on a 40-hour work week.** The range is negotiable based on your skillset and experience.
- **Paid Time Off.** We encourage all team members to take time off to recharge. Enjoy 3 weeks of paid vacation to start, in addition to statutory days off throughout the year.
- **Learn and grow.** Your professional growth & development is supported here. You are encouraged to take initiative and shape your career through coaching, in-house learning, technical courses, and more.
- **Work with Interdisciplinary Teams.** Amazing things happen when you mix creativity, curiosity, teamwork, and a strong desire to collaborate and innovate. You will be part of

diverse, interdisciplinary teams to deliver important projects for our clients and their communities.

- **Flexible Hours & Work Environment.** You have a life outside of work. We offer flexibility in your work schedule and work environment to help you do your best work and meet your commitments.
- **Saving for the Future.** To help you achieve your long-term retirement goals, we offer a Long-Term Matching Program that matches your contributions (up to 5%) to an RRSP or TFSA.
- **Support through Transitions.** You will be supported through life's moments and transitions, big or small, including top-up for parental leave for both biological and adoptive parents.
- **Create Lasting Community Impact.** *98% of Urban Systems employees believe that the work we do is important. Join a team of like-minded leaders and work together to bring impactful community projects to life!*

How to Apply

If this describes your background, skills, and attributes, please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly, but you feel you are well suited to this opportunity, we encourage you to apply.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life, and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

Deadline for applications: **Wednesday, March 11, 2026, at 10:00 am MDT**