

Planning Intern Summer Position

The **Municipality of the County of Kings** is a community of communities, both urban and rural, offering an exceptional life-style to residents. The goal of the **Planning Intern** position is to offer the successful candidate an opportunity to improve their skills as a planner and gain experience working in a municipal planning environment. Under the supervision of professional planners, the Intern will work as a member of the planning team and carry out a variety of duties.

Our commitment is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. If you think you are up for the challenge, we invite you to consider joining us in our mission of providing municipal services to residents, businesses, and organizations in a friendly, effective and innovative manner.

We encourage applications from Indigenous People, Persons of African Descent, and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically under represented communities. While we recognize the inherent difficulty of doing so, if you are a member of an equity-seeking group, you are encouraged to self-identify in your cover letter or your resume.

Hours - Monday to Friday 8:30am – 4:30pm, 35 hrs/week.

Wage - \$17.00 per hour

Work term: May 9, 2022 to August 26, 2022

Location: On-site, Coldbrook, NS

Duties:

Since 1997, the Municipality has supported a unique initiative known as the Kings County Lake Monitoring Program <https://www.countyofkings.ca/residents/services/planning/lake/program.aspx>. With the support of dedicated volunteers, this program involves the collection of lake water samples from a number of lakes. The water quality results guide land use planning policies for sustainable lakeshore development. The Planning intern will be responsible for coordinating the Lake Monitoring Program and conducting ongoing program updates and improvements.

The Planning Intern will also work directly with the planning team on planning applications such as Land Use Bylaw amendments and Development Agreements. The Intern will provide support and assistance in research, report preparation, data gathering, fieldwork, and other planning related issues.

The Intern will:

- Liaise with and train lake monitoring volunteers;
- Coordinate the collection of lake water samples and database management;
- Develop and implement public education initiatives and materials regarding lakeshore development;
- Conduct updates to Lake Monitoring Program including data collection, policy review and website improvements;
- Provide support in research, report preparation, presentations, public consultation and fieldwork for Municipal planning applications and projects.

Education Level – the applicant is required to have completed a minimum of three years of undergraduate studies in land use planning or a related field OR a non-related undergrad plus 1 year of their Masters in Planning.

Required Competencies

- Demonstrated knowledge of and interest in municipal land use planning;
- Strong verbal and written communication skills;
- Ability to work independently and as part of a team;
- Familiarity with the *Municipal Government Act, 1998* and land use planning tools desirable;
- Familiarity with Microsoft Office Suite and ArcGIS is desirable;
- Strong swimming skills and experience using a canoe are desirable;
- Must have a valid driver's license.

To apply, please merge your cover letter and resume into one document and email to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca.

Offer of employment is conditional upon the completion of all applicable reference and background checks.

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.