



The Corporation of the Township of Alnwick/Haldimand

Employment Opportunity

Located within the rolling hills of Northumberland County and bordered by Lake Ontario in the South and Rice Lake in the North, the Township of Alnwick/Haldimand is seeking the following position.

Planning Summer Student

Contract, Full Time

May – August 2024

35 hours per week

Hourly wage: \$17.27 per hour

Optional OMERS Pension Plan from the date of hire

Reporting to the Senior Planner, the Planning Summer Student will support planning and economic development tasks for the township. This position will be located in Grafton at the Municipal office and be responsible for assisting with general planning duties and the day to day planning inquires of the department.

Qualifications & Skills:

- Between the ages of 15 and 30
- Preferably completed at least two (2) years within a Planning Program at a university and be a student member of OPPI.
- Sound writing and communication skills.
- Proficiency working with Microsoft Excel, Microsoft Word, as well as knowledge of Geographic Information Systems (GIS), and database programs.
- Land use planning knowledge and skills.
- Must be able to legally work in Canada.

Duties & Responsibilities:

- Undertaking research on emerging planning issues and approaches of other municipalities;
- Assisting with the development of public information and resources;
- Compiling relevant land development data for analysis;
- Review of Economic Development Strategy to identify implementation tasks
- Updating of development tracking systems and inventories; and
- Assistance with planning application files and other day to day tasks.
- Other duties as assigned

The successful candidate will be required to submit a satisfactory Police Record Check prior to the commencement of employment.

Interested applicants are invited to submit their cover letter & resume in confidence no later than **12:00pm on April 19, 2024**, to:

Erin Andrus, Payroll & HR Coordinator
Township of Alnwick Haldimand
10836 County Road #2, PO Box 70
Grafton, ON, K0K 2G0
Email: hr@ahtwp.ca
Subject Line: Planning Student Summer Student

Applications will be reviewed, and interviews may be scheduled prior to the job posting closing date. We thank all applicants for their interest, however, only those selected for an interview will be notified by Human Resources. If you wish to apply for more than one job, please apply to each position individually.

The Township of Alnwick/Haldimand is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please note that accommodation are available, upon request, to support prospective applicants with disabilities when applying for jobs and during the interview and assessment process. If you require an accommodation, we will work with you to meet your needs. Please email your request to eandrus@ahtwp.ca or call 905-349-2822, Ext:28. Alternative formats of this job posting are available upon request.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended.