

JOB POSTING – SENIOR PLANNER

Location: Whistler, BC

Type: Full time, permanent

Start date: March 26, 2012

Application Deadline: February 29, 2012, 5:00 PT

About us

The Whistler Centre for Sustainability (the Centre) is an enterprising non-profit organization, with a mission “To lead communities and tourism toward a sustainable future.” The expertise of the Centre is derived from the experience in the development and management of Whistler’s award-winning community sustainability plan, Whistler2020, and through its recognized and respected work with communities across BC. The Centre provides consulting services to local governments in community sustainability planning and implementation, creative community engagement processes, energy planning and management, and indicator development, monitoring and reporting strategies. For more information, visit:

www.whistlercentre.ca

The Centre is seeking a Senior Planner with significant experience in community and regional planning, a passion for community sustainability, and a desire to advance sustainability practices. Reporting to the Executive Director, the Senior Planner will oversee and deliver a diverse range of leading edge projects, including the development of Integrated Community Sustainability Plans, Official Community Plans, Neighbourhood Plans and Energy and Emissions Plans.

About the job

As Senior Planner for the Centre, you will:

- Work with a team of creative, passionate and self-directed co-workers.
- Lead the technical components of all planning projects.
- Provide professional planning advice on a broad range of community sustainability planning issues, as well as land use and development issues.
- Create clear documentation for proposals, plans and implementation strategies.
- Facilitate engagement with diverse groups of process stakeholders and community partners.
- Provide project management.
- Assist with the development and marketing of the Centre’s sustainability product offerings.
- Support the development of the Centre’s sustainability implementation tools.
- Provide thought leadership through written pieces and presentations, representing the Centre at conferences, seminars, webinars and other events.

About you

- An experienced planner.
- You're an entrepreneur, and love to promote sustainability planning.
- You are equally competent at delivering a compelling presentation as with crunching numbers in project management spreadsheets.
- You love learning about new communities, and are able to travel.
- You are a fabulous facilitator and enjoy leading community engagement processes.
- You are exceptionally organized.
- You excel at proposal writing.
- You are passionate about sustainability and you walk the talk.
- If you're literate in web2.0 and social media interfaces, that would be a bonus.
- You love the outdoors and would thrive in a community such as Whistler.
- You're lots of fun to work with!
- You're able to relocate to Whistler, or to work from here at least three days/week.

Your qualifications and experience:

- A master's degree in planning, environmental resource management or related field, or an equivalent combination of education and experience.
- MCIP or are eligible to obtain it.
- Minimum six years direct or indirect experience working with local government, including small communities and development of Official Community Plans.
- Knowledge and experience with energy and emissions plans.
- Consulting and project management experience is an asset.
- Experience working with First Nations communities is desirable.

How to apply:

If this fabulous opportunity appeals to you, please submit a cover letter and detailed resume (max 4 pages - please refrain from submitting extensive CVs and attachments at this point) by email, with the subject **RE: Senior Planner position** to: info@whistlercentre.ca

We thank all applicants for your interest and submission to the Centre; however, only those applicants invited for an interview will be contacted.

Whistler Centre for Sustainability – Senior Planner

DATE: January 30, 2012

JOB TITLE: Senior Planner

SCOPE

This position is responsible for providing technical expertise on planning-related projects, as well as leading community sustainability planning projects. The Senior Planner will assist with the development of ongoing business opportunities for the Centre, including speaking opportunities to share the Centre's experience and expertise. The Senior Planner reports to the Centre's Executive Director.

AREAS OF RESPONSIBILITY

Project Delivery (65%)

Purpose: To deliver technical planning expertise to all planning related projects.

Responsibilities:

- To undertake and, at times, lead integrated community sustainability planning projects;
 - To undertake and lead all community land use planning projects such as Official Community Plans and Neighbourhood Plans;
 - To undertake and lead energy and emissions-related planning projects;
 - To participate as part of a team on other planning projects as required.
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Project Management (15%)

Purpose: To ensure all planning projects, of which you are the lead, are completed on time and on budget.

Responsibilities:

- Develop and use effective time and financial management systems for all projects;
 - Ensure exemplary client management and relationships;
 - Manage all project team member deliverables, including from staff, associates and subcontractors, to ensure projects are completed on time/budget and all deliverables are a high standard.
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Business Development (10%)

Purpose: To secure fee-for-service contracts to generate revenues for the Centre and to advance the Centre's mission.

Responsibilities:

- Assist in the development of an annual business plan, target, marketing strategies, etc.;
 - Assist with the development and updating of all marketing materials;
 - Actively market and promote the Centre's services;
 - Maintain updated constituent database.
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Other Responsibilities (10%)

- Maintain membership in MCIP;
- Represent the Centre at meetings, working groups and committees as appropriate and advantageous;
- Identify and participate in professional development opportunities to ensure continuous learning that supports the Centre's mission; and
- Assist in general Centre communications as required, e.g. media articles, professional journal submissions, blog, etc.