

As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

Reporting to the Senior Planner, the Planning Student will be responsible for a broad range of planning activities including:

- Conducting research to support policy review;
- Assisting the Senior Planner with various development applications;
- Working with GIS software to create maps, circulation lists and other administrative tasks;
- Participating in weekly planning team meetings and discussions;
- Responding to general planning enquiries via phone, counter and emails;
- Other duties as assigned.

Students interested in the above position must be enrolled in a university degree program, Planning or Environmental Studies; and having a student membership in OPPI/CIP is preferred. Candidates must possess strong communication and presentation skills along with time management, organization, analytical, attention to detail and problem solving skills. Working knowledge of Microsoft Office Suite, ESRI ArcGIS desktop and/or ArcGIS Pro applications is required.

This position will require in-office work which will be based on current COVID-19 restrictions and departmental requirements.

Hourly rate: \$16.35/hour

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is March 10, 2023

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.