

## PLANNER

### WHO WE ARE

MODUS is a Vancouver-based consultancy made up of collaborators, communicators and relationship-builders. We work with a broad range of clients to co-create resilient, just and healthy communities. Our 15 team members make us who we are. Check out their profiles on our website:

<https://www.thinkmodus.ca/people>

We are a Certified B-Corp., Living Wage, Carbon-Neutral organization. You can read more about our approach to doing business on our website: <https://www.thinkmodus.ca/approach>

Our office is located on the unceded and occupied lands of the  $x^w m \text{ə} \theta k^w \text{ə} y \text{ə} m$  (Musqueam), Skwxwú7mesh (Squamish) and səlilwətaʔl (Tsleil-Waututh) Nations. Find out more about our commitment to the long-term work of Truth and Reconciliation: <https://www.thinkmodus.ca/land-acknowledgment>

### WHO YOU MIGHT BE

You are a creative, detail-oriented and forward-thinking person. You bring strong communication skills, and get energy from connecting with people and creating positive change. Your curiosity and perspective – shaped by your own unique, lived experience – enriches conversations with your colleagues and our clients.

### THE OPEN POSITION

We are looking for someone who is keen to start their career in planning, engagement and urban design in our fast-paced, fun and supportive environment. This entry level role supports MODUS senior planners and project managers in the delivery of our full range of community engagement, design and planning services.

The responsibilities for this role include:

- Qualitative and quantitative research and data analysis
- Report writing (drafting and formatting)
- Public and stakeholder engagement and small group facilitation
- Event hosting, planning and logistics
- Project administration and coordination (meeting minutes, scheduling meetings, client communications, etc.)
- Material preparation (preparation of display boards, communications and presentation materials, social media posts, etc.)
- Graphic design and formatting

In addition to growing your understanding of the professional practices of planning, engagement and urban design through project work, this role fosters growth opportunities through proposal writing, networking, mentorship and professional development.

### WHAT YOU WILL NEED FOR THE ROLE

- Degree in Planning, Environmental Design, Geography, Landscape Architecture, or related field
- Proficiency with Adobe Creative Suite, especially InDesign
- Strong graphic design and visual communications skills (including ability to design and format documents and prepare graphics)
- Strong written and verbal communication with English fluency
- Keen attention to detail
- Qualitative and quantitative data analysis skills
- Independent problem-solving and learning
- Well-organized with strong ability to prioritize assignments and manage workload proactively
- Collaborative working style
- Flexibility to travel and work evenings and weekends on occasion
- Solid emotional intelligence/ability to relate to people from a diverse range of backgrounds and perspectives.

### COMPENSATION, PERKS & BENEFITS

- Base salary range of \$50,534 - \$60,438 commensurate with qualifications and experience, plus opt-in opportunity for individual and team performance bonuses
- Extended Health Benefits, including a Health Spending Allowance and Fitness & Wellness Allowance
- Professional Development allowance that covers Training, Conferences and industry memberships/designations, plus paid time off to take advantage of these opportunities
- Access to a group pension plan with company contributions
- 15 paid vacation days per year (prorated if working part time)
- 37.5 hour work week, with flexibility to bank overtime
- A fun and supportive work environment offering hybrid work options, flexible hours, and fun staff social events!

### HOW TO APPLY

Submit a cover letter, resume and representative portfolio of professional work via email to [careers@thinkmodus.ca](mailto:careers@thinkmodus.ca), stating "Application: Planner" in the subject line. The deadline for applications is Friday January 10, 2025.

*MODUS knows that diverse teams are strong teams. We welcome people with alternative identities, backgrounds, abilities, and experiences. Our team includes women, men, mothers, fathers, the self-taught, the college-educated, and people of a variety of races, nationalities, ages, and socio-economic backgrounds. All qualified candidates are encouraged to apply, although Canadians and Permanent Residents will be given priority.*