



CALLING ALL URBAN PLANNERS WITH A PASSION FOR HERITAGE!

Job Title: Planner

Job Summary

ERA is seeking a planner to join our Toronto team! With a background in urban planning and a keen interest in cultural heritage, you will support ERA's planning team through project coordination, policy and regulatory analysis, research, report writing, and collaborative problem-solving. The majority of our work involves the adaptive reuse of existing heritage buildings within Toronto and the GTHA. The ideal candidate will have 1-3 years of planning experience, a passion for cultural heritage, and a knack for writing.

Key Responsibilities:

- Collaborate within small and large teams to support project work of various scales balancing in-office presence with some flexibility for work-from-home;
- Research, coordinate, and produce information to support project work in all phases of the project (due diligence to pre-construction);
- Communicate research findings, analysis and conclusions in a range of deliverable formats, including brief memos, slide decks, and full reports (e.g. Heritage Impact Assessments, Conservation Plans);
- Contribute research, writing, and analysis to key product documents, including Cultural Heritage Evaluation Reports, Heritage Impact Assessments, Conservation Plans, heritage permits, feasibility studies, heritage design guidelines;
- Prepare materials and support for public and community engagement initiatives;
- Develop and maintain knowledge of land use planning, heritage conservation best practices, relevant policy, and legislation.
- Collaborate with multiple stakeholder groups, adeptly managing competing interests to drive project success;
- Efficiently coordinate and prioritize numerous tasks, while producing high quality work.

Qualifications:

- An Undergraduate or Master's degree in Urban Planning (or other related field)
- 1-3 years of planning experience
- Strong familiarity with Ontario's land use planning system and heritage legislation;
- Strong familiarity with municipal planning policy and regulation within the City of Toronto (familiarity with provincial planning policy in Ontario and municipal planning policy and regulation in other Ontario jurisdictions is an asset);
- Proficiency in Adobe Creative Suite (InDesign) and MS Office.
- Excellent writing skills, attention to detail, and an ability to adapt writing style to suit different audiences and project requirements;
- Excellent verbal communication and interpersonal skills;
- Ability to deal with complex project requirements in a fast-paced work environment.
- Energetic, motivated and self-disciplined
- Strong organizational skills and ability to task-switch effectively;
- Ability to work independently and as part of a team;
- Strong time management skills with the ability to effectively manage competing demands.



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Please send your CV and include with it a 1-2 page writing sample (not professionally edited) to emmac@eraarch.ca by 5pm Tuesday, May 14, 2024.

ERA does not discriminate against applicants or employees because of their race, creed, color, age, religion, gender, disability, sexual orientation, marital status, military status, national origin or ancestry. ERA is committed to fostering an inclusive and equitable workplace where all employees and partners feel valued, respected and supported. ERA is committed to working with and providing reasonable accommodation to applicants with disabilities.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.