



---

## ***AFFORDABLE HOUSING PROJECT COORDINATOR SUMMER STUDENT (TERM)***

**JOB SCOPE:** The Planning & Development department seeks a motivated and detail-oriented Summer Student to join our Development team. This role offers hands-on experience in development processes, exposure to municipal operations, and the opportunity to contribute to meaningful projects that enhance community growth and sustainability. The ideal candidate will be enthusiastic about learning and capable of working collaboratively in a professional environment.

**MINIMUM QUALIFICATIONS: (MUST INCLUDE COPIES OF THE ITEMS LISTED BELOW)**

- Completion of Grade 12 or GED equivalent.
- Currently enrolled in a post-secondary program (e.g., Urban Planning, Development Studies, Community Development, Public Administration, or related field).
- Must meet any requirements to qualify for a summer student position (e.g., enrolled in school for the upcoming academic term). Must be between the ages of 15-30, a Canadian Citizen, and eligible to work in Canada.
- Strong communication skills, both verbal and written.
- Basic proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Demonstrated ability to work independently, in a team setting, and with members of the public.
- *Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations. This will be requested at a later date.*
- *Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity of performing tasks of the classification. This will take place at a later date.*

**CLOSING DATE FOR APPLICATIONS: Wednesday, May 20<sup>th</sup>, 4:00PM**

Please reference **Summer Student – AHPC** and submit an application using any channel below:

**In-person or drop-box (Attn: HR):** 320 Esplanade, Suite 303, Sydney, Nova Scotia B1P7B9

**Fax:** 902-563-5582 or **E-mail:** [jobapplications@cbrm.ns.ca](mailto:jobapplications@cbrm.ns.ca)

We'd like to extend our gratitude to all applicants. Applicants selected to move forward will be contacted by Human Resources.



### **JOB DESCRIPTION**

<b>Position Title:</b>	Affordable Housing Project Coordinator – Summer Student		
<b>Department:</b>	Planning & Development	<b>Location:</b>	City Hall
<b>Reporting to:</b>	Housing Coordinator		

### **JOB SCOPE**

The Planning & Development department seeks a motivated and detail-oriented student to join our Development team for the summer months. This role offers hands-on experience in development processes, exposure to municipal operations, and the opportunity to contribute to meaningful projects that enhance community growth and sustainability. The ideal candidate will be enthusiastic about learning and capable of working collaboratively in a professional environment.

### **MAIN FUNCTIONS**

- Assist in engagement and education of the community of new development initiatives
- Research urban planning policies, bylaws, or related topics.
- Support the coordination of projects by gathering and organizing relevant data.
- Draft and edit reports, correspondence, and presentations as required.
- Attend team meetings and provide input on ongoing projects.
- Perform administrative tasks, such as data entry, file management, and scheduling support.
- Collaborate with other departments and external stakeholders when necessary.

### **MINIMUM QUALIFICATIONS**

- Completion of Grade 12 or GED equivalent.
- Currently enrolled in a post-secondary program (e.g., Urban Planning, Development Studies, Community Development, Public Administration, or related field).
- Must meet any requirements to qualify for a summer student position (e.g., enrolled in school for the upcoming academic term). Must be between the ages of 15-30, a Canadian Citizen, and eligible to work in Canada.
- Strong communication skills, both verbal and written.
- Basic proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

- Demonstrated ability to work independently, in a team setting, and with members of the public.
- *Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations. This will be requested at a later date.*
- *Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity of performing tasks of the classification. This will take place at a later date.*

### **Preferred Qualifications**

- Previous experience or coursework in municipal planning, development, or related areas.
- Familiarity with GIS software or other mapping tools.
- Strong organizational and time-management skills.
- Ability to analyze data and prepare reports.
- Knowledge of development policies or regulatory frameworks is an asset.