



## Position Description

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<b>Title:</b> Planning & Sustainability Intern	<b>PANS</b> <input type="checkbox"/>	<b>CUPE</b> <input type="checkbox"/>	<b>Non-Union</b> <input checked="" type="checkbox"/>
<b>Department:</b> Planning	<b>Reports to:</b> Director of Planning		
<b>Status:</b>	<input type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Summer
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual

### Position Summary:

The Planning / Sustainability Intern will provide support to the Director of Planning and the Sustainability Planner in planning and implementing the Town of Bridgewater’s “Energize Bridgewater” program as well as related Planning Department initiatives. Informed by the Integrated Community Sustainability Plan, the Municipal Climate Change Action Plan, and the Community Energy Investment Plan, the Intern will work at the forefront of municipal climate and sustainability efforts. The Intern’s activities will include project management, research, policy development, event planning, communications, and community engagement and consultation.

### Responsibilities:

- Assist with project management and coordination functions of the Energize Bridgewater program, including scheduling events, reporting on progress, budget planning, strategy development, and evaluation.
- Conduct research and stakeholder consultations related to community-level sustainability policies, programs, infrastructures, and financing models, to support the implementation of the Community Energy Investment Plan and related sustainability programs.
- Plan and attend public consultations and educational events, as well as meetings of the project steering and advisory committees. Assist with meeting setup, delivery of presentations, and group facilitation.
- Undertake community outreach and communication efforts by phone, email, social media, and in-person contact with residents, businesses, and organizations. Outreach

efforts are intended to promote Town of Bridgewater initiatives, encourage engagement, and collect information.

- Develop educational and communications materials for the public.
- Demonstrate a commitment to safety in the performance of all duties and tasks.
- Perform all other related duties as assigned.

## **STATEMENT OF QUALIFICATIONS**

### **Education:**

- University degree in Planning, Community Development, or a related field is required. Must have at minimum a Bachelors; Masters or higher degree will be considered an asset.

### **Experience:**

- Previous experience in a professional planning or community development role will be considered an asset.
- Work or volunteer experience in community or environmental planning or projects will be considered an asset.
- Desktop publishing, graphic / website design, and social media campaign experience will be considered an asset.

### **Skills:**

- Strong, effective oral and written communication skills
- Strong, effective organizational and project management skills
- Strong, effective research and analysis skills
- Proficient with word processing, spreadsheets, e-mail, and internet browsers
- Ability to work independently and as part of a team
- Comfortable interacting with members of the public on a daily basis and handling enquiries and communications in a professional and competent manner

### **Personal Suitability**

- Demonstrated interest in future employment in planning, community development, and/or the environmental sector;
- Detail oriented with a strong focus on accuracy;
- Ethical conduct;
- Initiative;
- Responsibility and accountability;
- Effective interpersonal relationships;

- Reliability and dependability;
- Judgement, tact, and discretion;
- Adaptability and flexibility;
- Honesty and integrity;
- Confidentiality.

**Eligibility for Grant Funding Purposes**

The Town of Bridgewater intends to fund this position in part through the Science Horizons Youth Internship program. To be eligible for the position, applicants must meet the following criteria established by that program:

- Must be a Canadian citizen, permanent resident, or person granted refugee status in Canada, and legally allowed to work in Nova Scotia
- Must be no more than 30 years of age at the start of the internship
- Must not be currently employed as a paid employee at the Town of Bridgewater
- Must not be a family member of the Town of Bridgewater’s Town Council or Senior Management
- Must not be receiving employment insurance during their Internship
- Must be unemployed or underemployed

**Terms and Conditions of Employment:**

- This is a non-union, term position (12 months).
- Base of operation is Bridgewater Town Hall (60 Pleasant St., Bridgewater).
- The normal workweek shall consist of five, seven-hour days from Monday to Friday. The normal workday shall be 8:30 a.m. to 4:30 p.m. with one hour for lunch (35 hours/week).
- Must be available to work on weekends and evenings on occasion

<p>Approved by: _____</p> <p style="text-align: center;">(NAME) <span style="margin-left: 150px;">(TITLE)</span></p> <p>Date: _____</p>
<p><i>I have received and reviewed a copy of this position description:</i></p> <p>Signature of incumbent: _____</p> <p>Date: _____</p>