



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

Community Consultant

Job ID	90-D3-A2-46-2F-64	
Web Address	https://careers.indigenous.link/viewjob?jobname=90-D3-A2-46-2F-64	
Company	Urban Systems Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2021-02-09	To: 2021-03-02
Job	Type: Full-time	Category: Engineering
Languages	English	

Description

About the Opportunity

Our Edmonton branch is looking to add a capable and enthusiastic Community Consultant to the existing team of professionals. In this role, you will benefit from the support of industry professionals while working on exciting and challenging projects that make a visible difference in many communities. To support this work, we are looking to find a Community Consultant who is early in their career and looking to expand their knowledge and contribute their diverse research, analysis and strategic thinking skills to support our team. This person will be detail oriented and have the ability to distill large amounts of information into specific takeaways delivered through effective written and verbal communication skills. They will be willing to, and possess the humility required to, participate in and lead difficult and sometimes sensitive conversations around community challenges. In addition to the unmatched learning and project experience you will receive; you can expect to be responsible for the following:

Project Delivery

- Conduct research and analysis;
- Complete calculations to support clients in understanding cost of services, utility rates, and off-site levies;
- Research, compile and prepare reports, manuals and presentations;
- Work with team members to design and produce deliverables including proposals, reports, memos, presentations, and other related documents;
- Plan and facilitate workshops;
- Research, collect, and distill information on community services, infrastructure and best practices;
- Applying theory and providing workable solutions to strategic policy and housing plans;
- Provide accurate and timely input on technical reports, plans, studies, proposals, and oral presentations as required;
- Analyse and interpret a variety of qualitative and quantitative data around markets, policy plans and the economy;
- Support the development of business feasibility studies, business plans and financial modelling;
- Support communication and engagement with various stakeholders;
- Translate and present technical information in plain language formats for various audiences; and
- Assist in management of projects and project finances.

Client Relationships and Practice Development

- Prepare client plans in coordination with our market leaders;
- Foster collaborative and respectful relationships with our clients;
- Work with clients to define their challenges, formulate solutions, and develop a plan to implement those solutions;
- Participate in discussions with clients about project scope, schedule, and budget; and
- Demonstrate a commitment to learning through the ongoing achievement of personal and professional goals.

Experience

About You

The right candidate for this opportunity will have at least 3 years of work experience from an accredited university degree or master's degree program and work experience in the field of political science, business administration, economics, Indigenous studies, community development, engineering, planning, or other related fields is preferred and will be committed to providing great service to our internal and external clients. In addition, the following attributes would be considered a great benefit to this role:

- You have a keen interest or direct experience in pursuing a career working with municipalities and Indigenous communities in Alberta;
- You can work on multiple projects and thrive in a self-directed work environment;
- You can work independently, but at the same time are a team player;
- You take initiative, are a problem solver and continually deliver consistent, high-quality work;
- You take great pride in your work, do not mind getting your hands dirty, and believe no job is too small;
- You are an excellent communicator with demonstrated proficiency in writing;
- You enjoy public speaking and working with communities;
- You have some experience with facilitation and are looking to expand your facilitation skills;
- You are suited to consulting given your instincts for:
 - o Having the ability to listen to others and enjoy working with people;
 - o Collaborating with people of varying backgrounds and perspectives;
 - o Employing multiple communication styles to deliver information to internal and external clients;
 - o Providing practical solutions to problems;
 - o Working hard to deliver value to our clients;

• You can travel to project sites within Alberta; and

• You hold a valid class 5 driver's license.

Work Environment

About Us

Recognized as one of Canada's top employers, Urban Systems is an employee owned inter-disciplinary consulting firm based in Western Canada. In business since 1975, we have over four decades of experience working with a variety of clients, including all levels of government, First Nations, commercial and residential land developers, and the natural resources sector. Our team of 450 people across multiple branch offices, is committed to helping build vibrant communities of all sizes. We recognize the values of people with different backgrounds and are committed to supporting diversity, inclusion and equality through our community partnerships.

Our Commitment to You

Urban Systems invests in our people and strongly supports career development. Our unique corporate culture and passionate approach to mentorship means you will be working closely with leaders who are personally invested in your career development. Through working at Urban Systems, you will gain valuable real-world experience that will help build confidence while your skills improve at an impressive rate. At Urban Systems, you will:

- Work on challenging and interesting projects;
- Enjoy a positive and inclusive work environment;
- Gain the opportunity to work with and learn from industry leaders;
- Receive excellent health and wellness benefits;
- Receive meaningful rewards and recognition;
- Opportunity for professional growth at work; and
- Opportunity to attend industry conferences and professional training.

How to Apply

If this describes your background, skills, and natural talents as well as matches the goals of your career development, please check out our website for more information and submit your resume and cover letter.

Deadline for applications: Tuesday, March 2, 2021 at 10:00 am MST