



Position: Summer Intern, Planning
Term: Contract until August 2022
Location: Toronto, Ontario
Reporting to: Senior Urban Design Manager

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in design, real estate development, and leading technology infrastructure. Working with stakeholders, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

Summer Intern, Planning

The Toronto waterfront has become an internationally recognized locus of excellence for public parks and streetscapes, intentionally designed to address the issues of a growing city and to be enjoyed by all. We are looking to grow our team as we continue to deliver high quality public realm across Toronto's evolving waterfront. The **Summer Intern, Planning** will help advance the digital database and mapping work. To be considered for this role, students must have been enrolled in a post-secondary institution during the 2021/2022 academic year.

Key Responsibilities:

- Collect, verify, and integrate existing database into the organization's centralised GIS database system
- Field work data input of parks and open space and public realm assets
- Collect additional data through coordination with internal departments
- Upkeep/maintain the GIS database system
- Attend project team meetings with consultants and assist in the preparation of presentations, minutes, and materials
- Liaise as necessary with internal and external agencies regarding data acquisition, including consultants, partners, suppliers, printing houses, etc.

Skills and Qualifications:

- High proficiency in GIS software **ArcGIS**. City Engine knowledge will be an asset.
- Proficiency in Microsoft Excel, Word and PowerPoint.
- AutoCAD & Sketchup knowledge will be an asset.
- Adobe Illustrator & InDesign knowledge will be an asset.
- Strong communication and interpersonal skills.
- A proven ability to build and maintain strong working relationships with a diversity of stakeholders will be vital in achieving the goals and objectives.
- Enrollment in a post secondary institution during the 2021/2022 academic year.

Salary: We offer a competitive salary.

Other Considerations:

During this time, Waterfront Toronto is operating in a hybrid work environment with employees currently required to work at least two days per week in the office for collaboration and engagement, with the option to work remotely for the remainder of the week. In addition, Waterfront Toronto has a mandatory COVID-19 vaccination policy that requires all staff and visitors to the office, including prospective new employees, be fully vaccinated by a Health Canada approved COVID-19 vaccine. Individuals with valid medical or other human rights-based exemption will be considered for appropriate accommodation within the policy.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontoronto.ca quoting **File #22-16**, no later than **June 1, 2022**.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.