

### **Job Posting: Planning Intern – summer 2019**

Trolleybus is seeking a Planning Intern this summer to assist on the research, planning and design of residential and mixed-use development projects within the Greater Golden Horseshoe (GGH).

### **Who We Are**

We are a design-forward land developer that identifies, acquires and develops sites to contribute to the unique urban fabric of the GGH. Our projects are complex, exciting and dynamic. Simply put, we create urban environments to meet the needs of future generations. Our office environment is fun, hardworking, respectful and diverse. We are engaged leaders in the industry through our involvement in professional associations such as BILD, OPPI and ULI.

### **What We Are Looking For**

Reporting to the Manager, Planning & Development this position will be responsible for researching, identifying and validating acquisition opportunities, assisting with concept planning and coordinating existing development activities. Projects range in scale and built form from urban infill to large master plans within a variety of GGH geographies.

This role requires a diverse set of skills and is a critical function to the day-to-day operations of our company. As part of our Planning & Design Department, you will be exposed to and learn from in-house experts and leading consultants across a range of technical disciplines including:

- Acquisitions
- Architecture
- Environmental
- Finance
- Planning
- Civil Engineering
- Sales and Marketing
- Urban Design

### **What You Will Do**

As a Planning Intern, your responsibilities are to assist with the following:

Prospecting (Identification and Validation of New Sites):

- Identifying redevelopment and land assembly opportunities by utilizing software, market data and planning research.
- Validating planning permissions by reviewing municipal planning documents and reports.
- Understanding the intricacies of the planning process to help inform corporate decision-making and identification of new opportunities.

Yield Production, Concept Design, Investor Prospectus Materials:

- Producing simple concept plans, massings and diagrams in programs such as SketchUp or Adobe Illustrator.
- Providing justification to senior staff on design decisions and variances to existing planning permissions.
- Identifying issues that require additional consideration and research (civil engineering, natural heritage, setbacks, guidelines, etc.).
- Organizing and drafting materials (text, maps, etc.) to include in investor prospectus documents.

Development Coordination:

- Providing general support to senior staff, which may include researching, coordinating consultants, contractors and related project oversight.
- Attending and eventually leading meetings with consultants, staff, and/or investors.
- Attending Council or industry-related meetings and events, recording meeting minutes and distributing as-needed (may be after hours).
- Visiting sites to confirm site conditions.
- Analyzing the planning reports and LPAT decisions. This analysis will focus on the “why”? Why did a project get approved? What were the issues? Were they technical, political, design, etc?
- Filling out of applications, printing, submission of documents, filing and general project organization.

## What Skills You Have

### Education and/or Experience

- Recent Graduate or studying in Urban Planning, Real Estate, Business or related field.
- Direct exposure or experience within the City of Toronto planning regime considered an asset.

### Skills, Knowledge and Abilities:

- Strong research and analytical skills;
- Problem solving and logic;
- Entrepreneurial spirit and intellectual curiosity;
- Excellent organizational skills and attention to detail;
- Strong communication (written and oral);
- SketchUP or relevant design programs (Revit, AutoCAD) considered assets;
- General commitment to, and interest in:
  - The evolution and development of cities
  - Placemaking and urbanism
  - Transit-oriented development
  - Architecture, planning and design

## How to Apply

Submit a brief introductory email along with your resume to [careers@trolleybusdevelopment.com](mailto:careers@trolleybusdevelopment.com)

Providing a portfolio or examples of past or current work is optional but will be considered if submitted. This is an immediate opening which will consider applications until the role is filled.