

# Landmark Planning & Design

## Junior Planner Opportunity

### Overview

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Landmark Planning & Design Inc. is a multi-faceted land use planning firm based in Winnipeg, Manitoba. Our areas of practice include land use planning, stakeholder engagement, development approvals, urban design, and subdivision design.

Landmark Planning is looking to hire a Junior Planner to join our team. As a Junior Planner, you will work closely with our team members on a variety of land use planning related projects. The full-time position will begin in October 2025, and run for one year (with the opportunity for a permanent position at the end of the term). Our firm offers competitive remuneration, benefits, flexible working hours, and a fun office environment.

The ideal candidate will be self-motivated, consistent, organized, and will love learning.

### Responsibilities

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The position will involve providing support to project managers with the following:

- Research and analysis
- Data analysis, including the creation of tables and charts
- Summarizing reports, policies, and other documents
- Writing planning briefs on various topics
- Meeting minutes
- Public engagement and logistics support
- Development application coordination

### Qualifications and Experience

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Qualifications and experience should include the following:

- Attained or attaining a masters degree in City Planning, or completed an undergraduate degree in Urban Studies, GIS, Geography, Public Administration, or other related degree
- Proficient in Microsoft Office
- Proficient in research and analysis, data entry, and synthesis of information
- Strong communication skills, both written and oral
- Strong ability to work both independently and as part of interdisciplinary team
- Strong time management skills

If you are interested in this exciting opportunity, please forward a cover letter, resume, sample of your writing, and portfolio (if applicable) to [info@landmarkplanning.ca](mailto:info@landmarkplanning.ca) by Tuesday, September 30<sup>th</sup> at 4:30 PM CDT. We look forward to hearing from you!