

**Position Title:** Project Manager – Community Engagement

**Department:** Community Engagement

**Close Date:** April 8, 2021

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### **About Us**

Bousfields Inc. is one of the pre-eminent consulting firms in Ontario with special expertise in urban planning, design, and community engagement. We believe that the best city-building outcomes come from engaging with community stakeholders all the way through the development approval process.

The Community Engagement team at Bousfields works together as a cohesive unit. Everyone has our own projects that we are responsible for; but we spend all day every day sharing ideas, best practices, reviewing each other's work, and bringing out the best in each other - so that we can create the best outcomes for our clients and communities. What do we work toward? Making the planning process more approachable and accessible for everyone who wants to be a part of it.

Join us as we build the GTHA in a whole new way.

### **About You**

You are an urban planner, with a focus on community engagement, who is passionate about city-building. You are all about making cities the best places for people.

You like to work in tangibles, you know how to listen and get a message across, and you develop creative solutions to build (figurative) bridges.

You pride yourself on knowing how social media works, technology doesn't frighten you, and you know all about the best way to apply it.

You're ready to take on the next challenge in your career, and the idea of being a part of a new approach to land development excites you.

### ***What's the job?***

- Developing an understanding of client and project needs, and tailoring community engagement plans to support the project from inception to construction
- As a member of the team, draft and craft public consultation strategies that focus on clear outcomes for engagement
- Conduct demographic and other research to develop a strong understanding of the community, and clearly communicate rationale for the recommended approach

- Prepare materials for a range of audiences
- Actively participate in the external-facing consultation process; whether that happens in-person or online
- Proactively maintain an understanding of best practices with respect to community engagement
- Support the engagement process, including developing appropriate follow-up materials for clients and stakeholders
- Act as a central file coordinator for all internal and external team members

***What would make me the right fit for the role?***

- Experience with community consultation planning, execution, and best practices
- Exceptional listening skills and an intuitive understanding of people
- Exceptional written and oral communication skills
- 3 - 5 years of related work experience
- An ability to develop, and lead, stakeholder engagement plans
- Well-developed facilitation skills
- Research skills, and knowing where to find the right information using a variety of tools
- A proactive approach to work, an ability to work independently, a collaborative work style, and an ability to hit the ground running
- Exemplary organizational skills
- Strong skills working with Microsoft Office tools – particularly PowerPoint, Word, and Outlook
- Working knowledge of InDesign and WordPress will be considered a significant asset
- Knowing how to navigate around the back-end of a website will be considered a significant asset
- An undergraduate degree in urban planning, urban studies, geography, or a related field; a graduate degree is considered an asset

If this sounds like you, and you are interested in this position, we'd like to hear from you. Email us your resume and an introduction of who you are to [careers@bousfields.ca](mailto:careers@bousfields.ca) by Thursday, April 8, 2021. If we think you might be a good fit for our Community Engagement team, we'll get in touch and set up a time to meet in person.