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| Position: | Planning & Design Coordinator |
| Term: | 1-Year Contract |
| Location: | Toronto, Ontario, Canada |
| Reporting to: | Project Manager, Planning & Design |

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.

The Opportunity: Planning & Design Coordinator

Waterfront Toronto seeks a **Planning & Design Coordinator**, to support the day-to-day coordination of the design of a portfolio of parks and public realm projects to ensure design and construction meet Waterfront Toronto's objectives for Design Excellence, Quality of Place, and the Corporation's Sustainability Framework.

Key Responsibilities:

- Assist with major design initiatives to deliver comprehensive and high-quality designs from concept through construction documents for implementation.
- Assist with day-to-day coordination of the design of a portfolio of parks and public realm projects, streetscapes, integrated of transit, and green infrastructure.
- Coordination of professional consultant teams comprised of architects, landscape designers, engineers, environmental scientists, land-use specialists, and others and providing support in the implementation and completion of major projects.
- Prepare project meeting minutes and action items lists, monitor following-up with all staff and consultants to ensure that tasks are completed by deadlines
- Monitor project schedules and expenditures to ensure they are completed within specified timeframes and on budget and in conformance with government funding requirements.
- Assist with managing necessary studies including environmental assessment, air quality testing, transportation studies, surveys, Subsurface Utility, Geotechnical, and Environmental investigations etc.
- Assist with developing design and construction solutions and apply critical thinking in problem-solving.

Skills and Qualifications:

- Organizational, coordination and project management expertise.
- A post-secondary degree in Architecture, Landscape Architecture, Urban Design, or Civil Engineering. Master's Degree will be considered an asset.
- Strong communication and interpersonal skills.
- A minimum of two years' professional experience.

- Experience working on public realm and infrastructure design and construction projects would be an asset.
- Project management skills to support the Project Manager in strategic planning and design and to assist in managing a variety of complex projects to be delivered on schedule and on budget.
- Proactive, driven and diligent in managing large amounts of information and tracking many simultaneous work streams and tasks.
- Ability to read complex construction drawings, project specifications and reports and communicate with technical stakeholders and consultants.
- Proficiency in **Adobe Suite programs (Photoshop, Illustrator & InDesign)**.
- Proficiency in Microsoft Office software: **Excel, Outlook, Word, and PowerPoint**.
- Working knowledge of **AutoCAD, or MicroStation, Rhino, ArcGIS** would be an asset.
- A proven ability to build and maintain strong working relationships with a diversity of stakeholders will be vital in achieving the goals and objectives.

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@waterfrontontario.ca quoting **File #22-25**, no later than **August 1, 2022**.

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

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

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 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs.