



Position: Summer Intern, Development
Term: Contract from May 2023 to August 2023
Location: Toronto, Ontario, Canada
Reporting to: Director, Development

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 urban design, real estate development, and leading technology infrastructure. Working with the community, 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: Summer Intern, Development

Waterfront Toronto is seeking a **Summer Intern, Development** to support the Development department in cataloguing existing City Council related authorities and other organizational tasks. This work will require time and research skills to obtain accurate information associated with City Council resolutions. The Summer Intern will also be responsible for assisting with a number of smaller self-contained projects such as documenting agreements, report creation and policy research as well as attending meetings and preparing minutes. This is an excellent opportunity for a current student with interests in the real estate development field. To be considered for this role, students must have been enrolled in a post-secondary institution during the 2022-2023 academic year.

Key Responsibilities:

- Develop list and summary of all City Council approved authorities / City Council resolutions related to Waterfront Toronto development activities.
- Attend project meetings and assist in the preparation of meeting materials including presentations and minutes.
- Help support public engagement on key waterfront Toronto projects, which may include Quayside, Villiers Island, and Waterfront Toronto's Climate Action Plan.
- Document existing and past obligations contained within Waterfront Toronto development agreements.
- Review and organize the development department's existing project files, establishing an organizing system for project files moving forward.
- Miscellaneous coordination of tasks as required.
- In addition to the above key responsibilities, the Summer Intern will be asked to complete research and present on a topic that they feel is relevant to Waterfront Toronto. Some suggestions include: modular housing, innovative trends in retail, etc.

Skills and Qualifications:

- Excellent analytical and research skills.

- Studying Urban Planning, Real Estate, or a related field and enrolled in a post-secondary institution during the 2022-2023 academic year.
- Detail-oriented with proven organizational skills in order to sustain a functional work environment.
- Knowledge and experience using Microsoft office suite, particularly MS Word, Excel and PowerPoint.

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 in the office a total of five days spread out over a two-week period, for collaboration and engagement purposes. Employees have the option to work remotely for the remainder of the week.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontoronto.ca, quoting **File #23-10**, by **Monday, April 10, 2023**.

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

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.