



Position Title: Project Manager – Community Engagement

Department: Community Engagement

Close Date: July 13, 2018

About Us

Bousfields Inc. is one of the pre-eminent community planning firms in Ontario with special expertise in urban design, planning policy, community design, development approvals, community consultation, and project management.

We are expanding our service offering to provide our clients with first-rate community engagement and communications expertise. We believe that the best city-building outcomes come from engaging with communities all the way through the development approval process.

We are looking for top-tier talent to be a part of this exciting new initiative. Join us as we build the GTA in a whole new way.

About You

You are a communications or community engagement professional who is passionate about city-building.

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

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.

Maybe you studied communications and have developed a passion for urban issues and making cities the best places for people, or maybe you studied planning and have developed a niche with respect to community engagement in your work experience to date.

You're ready to take on the next challenge in your career, and the idea of being part of something new 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 audience, and clearly communicate rationale for the recommended approach
- Actively participate in the external-facing consultation process
- 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
- 2 - 5 years of related work experience
- An ability to develop 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
- Strong organizational skills
- Strong skills working with Microsoft Office tools – particularly PowerPoint, Word, and Outlook
- An undergraduate degree in planning, urban studies, communications, 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 by Friday, July 13, 2018. If we think you might be a good fit for our new Community Engagement practice, we'll get in touch and set up a time to meet in person.