

King is Hiring
Student Planner – Policy Planning
(September - December 2025)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of Policy Planning, the Student Planner – Policy Planning is responsible for the following:

- **Assist with Policy Development:** Support the preparation and review of planning policy documents, including Official Plan amendments, secondary plans, and zoning by-law updates.
- **Support Major Initiatives:** Contribute to the Township's ongoing Official Plan Review and Zoning By-law consolidation projects by conducting research, preparing background materials, and assisting with public engagement activities.
- **Conduct Research & Analysis:** Gather and analyze data on land use, demographics, housing, and environmental planning to inform policy recommendations.
- **Prepare Reports & Presentations:** Assist with drafting staff reports, briefing notes, and presentation materials for internal and public meetings.
- **Support Public Engagement:** Assist in organizing and attending public meetings, open houses, and stakeholder consultations.
- **Mapping & Data Management:** Use GIS and other tools to prepare maps, graphics, and data visualizations for planning projects.
- **Administrative Support:** Provide general support to the Policy Planning team as required.

The successful applicant will possess:

- Currently enrolled in a post-secondary program in Urban Planning, Geography, Environmental Studies, or a related field.
- Strong research, analytical, and writing skills.
- Familiarity with planning legislation, policies, and processes in Ontario is an asset.
- Proficiency in Microsoft Office; experience with GIS software is an asset.
- Excellent communication and organizational skills.
- Ability to work independently and as part of a team.

Conditions of Employment:

- Required to deal courteously and effectively with the general public, staff and other departments.
- Required to follow operating procedures and safety policies of the Township and all other legislative guidelines.
- Must be available to work the duration of the contract.
- Hours of work will be between 8:30AM - 4:30PM, Monday to Friday, with occasional evenings for public consultation.
- Valid G Drivers License and occasional access to a vehicle.
- Must be legally authorized to work in Canada.

Wage Rate: \$20 per hour

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on August 29, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1



Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.