

Assistant Planner

Collaborate, Contribute, &
Create Change!

The Role in Our Organization

For more than 70 years, the Oldman River Regional Services Commission has been one of Alberta's most respected planning organizations, providing professional planning, GIS, and advisory services to 40 municipalities across the region. We are a mission-driven, collaborative, high-trust team where planners are supported, valued, and given meaningful opportunities to grow. As an Assistant Planner, you will play an integral role in supporting municipal planning initiatives across the region. You will assist with reviewing development documents and policy research, while gaining hands-on experience in subdivision review, land use bylaw amendments, statutory plan preparation, and advisory services. You will work closely with senior planners and municipal partners, providing support and analysis that helps communities navigate planning and development with confidence. ORRSC is the kind of organization where early-career planners build a strong foundation because the work is meaningful, the variety is unmatched, and your contributions directly support informed municipal decision-making.

Our office is located in Lethbridge, a growing and vibrant community with over 200 km of trails, strong arts and culture, two post-secondary institutions, and quick access to the Rocky Mountains, Waterton Lakes National Park, and the Canadian Badlands. It offers excellent quality of life, affordability, and a wide range of planning challenges and opportunities.

We offer a competitive salary, comprehensive benefits, pension participation, flexible work options, generous vacation and sick leave, an employee and family assistance program, and ongoing professional development support. Most importantly, you will join a respected planning organization where your expertise is valued, your work has meaningful and lasting impact, and you have the opportunity to learn, grow, and advance within the organization.

Qualified candidates should submit their cover letter and resume to Tracy Thomas, CAO at resumes@orrc.com. This position remains open until Friday, March 20, 2026 at 12:00 p.m. Only those selected for an interview will be contacted.

Are you an early-career planner looking to grow your skills and gain hands-on experience in a supportive, collaborative organization with regional impact across Southern Alberta? Do you want to assist with municipal and intermunicipal planning projects, review development documents, conduct policy research, and support municipal leaders with informed advice? If you are eager to learn from experienced planners, contribute to meaningful work, and help shape the future of communities, this is the ideal opportunity to start and build your planning career.

The Value You Bring

As an Assistant Planner at ORRSC, you will provide hands-on support to planners and municipalities on a range of planning initiatives. You will assist with reviewing development and subdivision documents, contributing to Municipal Development Plans, Area Structure Plans, Intermunicipal Development Plans, and Land Use Bylaws. You will work closely with senior planners and planners, supporting project delivery, ensuring quality in planning reports, and helping municipalities navigate land use and development matters. This role offers practical experience across diverse planning projects, collaborative learning opportunities, and exposure to municipal processes that build a strong foundation for a career in planning.

Education

- Post Secondary degree in Planning, Urban and Regional Studies, Geography, or a related discipline.
- Completion of the Applied Land Use Planning Certificate would be considered an asset.

Experience

- Minimum of two years of work experience in an administrative role or a role with progressive growth in administrative responsibilities.
- Minimum of two-years of related work experience in the municipal sector, land use planning, or other equivalencies would be considered an asset.

Knowledge, Skills & Abilities

- Understanding of the Municipal Government Act, planning terminology, and planning and development issues in the municipal context would be an asset.
- Excellent written and oral communication skills.
- Proficient computer skills, including MS Office and Adobe.
- Strong interpersonal and intrapersonal skills, with the ability to take direction.
- Effective time management, organization and multi-tasking skills.
- Alberta Class 5 drivers license.

Duties & Responsibilities

- Support planners and senior planners by conducting research, preparing reports, assisting with long-range plans, Land Use Bylaws, subdivision applications, and related planning projects.
- Collect and analyze municipal data, respond to public inquiries, and assist with council meetings, development authority meetings, and Subdivision and Development Appeal Board hearings.
- Contribute to community engagement, including open houses, workshops, training sessions, and assist with general office administration and project coordination as needed.