



PLANNING & DEVELOPMENT AMBASSADOR **(3 MONTH SUMMER POSITION)**

About Torbay

Torbay is located on the Northeast Avalon, approximately 6 minutes from the City of St. John's. Our Brand, Beautiful Torbay, isn't just a Brand! It's our way of sharing with the world our picturesque community with a rich history and bright future! With a diverse population ranging from young families to seniors, and programs and services for all, Torbay is an inclusive community with a rural feel to approximately 7,900 residents.

The Position

The Town of Torbay is seeking a creative and passionate individual to join our team in the role of Planning and Development Ambassador to assist the Town with several major planning initiatives, including a full municipal plan review, Housing Accelerator Funding program milestones and climate resiliency planning.

Job Duties / Responsibilities:

Under the general direction of the Director of Planning & Development or a designated supervisor, the primary work associated with this role will be to research and prepare reports on a number of planning matters which include:

- Assist the Town with the currently ongoing Municipal Plan Review Process "Your Plan is Our Plan".
- Updating the Town's Climate Change Emission Inventory.
- Updating the Town's commercial space inventory and the Planning & Development Department's annual report, associated website and social media postings promoting the works of the Department.
- Assisting the Town with the currently ongoing Housing Accelerator Funding projects and implementation of associated milestones and initiatives, including climate change adaptation plan and a housing pilot project on town property.
- Assist with preparing background research into adding existing wetland areas to the list of conservation areas in the already existing Municipal Stewardship Agreement.
- Responsible for filing, shadowing a professional Planner, Planning Technician and Development Control Officer, therefore also assisting with site inspections, reviewing proposals, compliance letters, and other related duties as required.

Desired Qualifications and Experience

- Completion or current enrolment in a post-secondary education program in urban and regional planning or geography; or recent graduate.
- Proficient research, report writing, cartography, and graphic skills.
- Proficient in Microsoft Office Suite; GIS is an asset but not a requirement.

- Field work experience, as well as ability to read plan and survey information.
- Ability to deal in a professional and responsible manner with members of the public.
- Positive work ethic and high degree of initiative.
- Ability to successfully perform multiple time sensitive tasks.
- Willingness to learn and contribute as part of a team.
- Knowledge of the Town of Torbay would be an asset *but is not essential*.
- Must possess a valid driver's license equivalent to a Class 05 in the province of Newfoundland and Labrador and must be capable of being insured and maintaining continuity under the Town's normal insurance policy.
- Certificate of Conduct from the RNC or RCMP is required.
- First Aid Certification would also be an asset.

Period of Employment

June 4th, 2026 – August 26th, 2026

This position is a 3-month intern position, reporting to the Director of Planning & Development.

The hours of work are Monday to Friday; 8:30AM – 4:00PM with potential evening or weekend work as required. *Ample notice will be given for any evening and/or weekend work.*

Application Process

Applications complete with a cover letter and resume referencing: Planning & Development Ambassador in the subject line can be emailed in confidence to **careers@torbay.ca** no later than **4:00PM on Friday, March 6th, 2026**.

If you are searching for a dynamic summer position and are looking to join a high-functioning team, we want to hear from you!

At the Town of Torbay, we are dedicated to fostering a diverse, inclusive, and equitable workplace. We value and respect the unique perspectives, backgrounds, and talents of all individuals. Our commitment to employment equity is integral to our hiring practices, ensuring fairness and equal opportunities for all qualified candidates regardless of race, ethnicity, gender, sexual orientation, disability, religion, or any other characteristic protected by law. We strive to create an environment where every employee feels valued, respected, and empowered to contribute to our community's success.

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.