



# ECOLOGY NORTH'S NORTHERN CENTRE FOR SUSTAINABILITY URBAN PLANNING INTERN

## ROLE DESCRIPTION

### DATE PUBLISHED

February 9, 2018

### CLOSING DATE

March 15, 2018

### LOCATION

Yellowknife, Northwest Territories

## The Organization

Ecology North is a charitable, non-profit organization that was formed in 1971 to support sound environmental decision-making on an individual, community and regional level. Ecology North has grown from a volunteer driven organization to one that includes ten staff members with two offices – one in Yellowknife and one in Hay River. Ecology North's mission is to bring people and knowledge together for a healthy northern environment, forever. Ecology North staff are highly effective independent workers who also support one another as a team. We have five main project streams: water stewardship, climate change mitigation and adaptation, waste reduction, local food sustainability and environmental education.

## The project

Ecology North is currently spearheading a project for the construction of a [Northern Centre for Sustainability](#) in Yellowknife, Northwest Territories. The building is aiming for the [Living Building Challenge](#) certification, globally recognized as the most stringent green building certification. The space will host Ecology North's offices for advocacy and environmental education work but will also become a community space where workshops, conferences and education sessions can be held; similar to a *living lab*.

The project is divided into many smaller projects, one of which is a pop-up community park downtown Yellowknife. The urban planning intern would be largely responsible for following the activities of the park and could become the subject of further research. This grassroots initiative is a project of Ecology North, to build social capital towards the construction of the Northern Centre for Sustainability on this site or a similar site downtown.

[Living Buildings](#) are regenerative buildings that connect occupants to light, air, food, nature and community. They are self-sufficient and remain within the resource limits of their site, and create a positive impact on the human and natural systems that interact with them. Living Buildings reflect principles of place, water, health and happiness, materials, equity and beauty. To achieve accreditation under the LBC, Ecology North would have to work closely with the LBC team, designers and builders to meet the steep challenge of a living building that is successful in the harsh environment of Yellowknife, and to demonstrate that buildings can be built within and celebrate the constraints of the environment within the realities of extreme northern environments.



This building itself, and the lot it is on, will have to serve all of Ecology North's needs, including offices, an outdoor garden, a board room, and workshop space for demonstrations, experiential learning and project work – as well as space for our partner organization, which will co-own the building with us.

Ecology North has an active and strong *Northern Centre for Sustainability* Committee and a full-time staff person. Providing researching, technical support, minute taking and other requirements for committee members would be part of the position.

This project will require broad community support and will include many people and organizations. Someone with good communication skills, who is organized, a good writer, and efficient with their time and coordinating others is required.

There will be 7 technical workshops – mini-charrettes – in 2018 organized by Ecology North on the different Living Building Challenge categories, namely : energy, water, health & happiness, equity, beauty, place and materials. The goal of these workshops is to engage the community in broad consultations, before the building design starts. The urban planning summer intern will most likely be asked to work more specifically on the Place Technical Workshop.

Other projects by Ecology North are linked to the project for the Northern Centre for Sustainability; the intern will be asked to work on these as well (a community pop-up park downtown Yellowknife, the Smart Cities Challenge or Ecology North's Transportation Issues Committee, for example). The intern must be highly adaptable and be able to learn quickly.

### **Roles and responsibilities**

- Providing help and input on building the urban planning narrative in a textual, graphical, schematical, plan form or else, on but not limited to : site selection, circulation passages, ecological intentions, sustainability narrative, shape and volume, and others.
- Do preliminary research and post-workshop reporting on the outcome of the Technical Workshops.
- Building and maintaining communications about the building project will be an important function of the job (social media, web and print mediums).
- Being present at the weekly Advisory Committee meetings, taking minutes, and providing support to the committee.
- Produce schematics, sketches, maps, drawings and narratives to assist in the Living Building Challenge certification documentation.
- Research potential technologies, partners, funding, and others.
- Produce documents to be shared for communication purposes : Technical Workshops reports on the different Living Building Challenge petals (energy, water, materials, place, health and happiness, equity, beauty), in the form of flyers, one-pagers, reports, posters, etc.
- This position will be constantly evolving as the project comes to fruition. Adaptability and ability to learn on the fly will be important.

### **Qualifications Required**

- Currently involved in grad-level studies of urban planning, first or last year. Undergrad students could be considered.



- Previous studies in environmental science, architecture, engineering, communications, marketing and others an asset.
- Demonstrated interest, experience and studies in sustainability in the built environment.
- Leadership in Energy and Environmental Design professional accreditation (LEED Green Associate or LEED AP) required, *Living Future Accreditation* an asset.
- English is required; French or other official Northwest Territories language an asset (Chipewyan, Cree, Gwich'in, Inuinnaqtun, Inuktitut, Inuvialuktun, North Slavey, South Slavey, Tłıchǝ).
- Strong knowledge of Google Sketchup, Adobe InDesign, Microsoft Word, Excel and Powerpoint; others an asset (Illustrator, Photoshop, Wordpress, etc.).
- Wild and bold creativity; outside-the-box thinking.
- Excellent and demonstrated capability to schematize and graphically represent space and functional requirements.
- Strong demonstrated organization skills.
- Experience using social media to engage the public.
- Excellent written and oral communication skills and research experience.
- Strong analytical skills with experience with databases, excel, word and google docs.
- A strong understanding of Yellowknife and NWT context.
- A track record of managing projects with deliverables completed to a high quality within budget and on time.
- A successful track record of planning, organizing, carrying out and evaluating public workshops and events.
- A valid drivers license is an asset.

### **Aptitudes**

- Interest in learning more about the environment is crucial to this position. You are not required or expected to know everything about everything, but you must be open and excited about learning, and passionate about protecting the environment.
- Project management;
- An understanding of building sciences, architecture, renewable energies, energy efficiency, carbon markets, the carbon cycle, sustainability at large, and others.
- Enjoy working and communicating with a wide variety of people.
- Be a self-starter, work independently, but also as a team member.
- Be able to work occasional evening and weekend hours with notice.
- Must be willing to conduct general office administration as required.

### **Performance Criteria**

- Development of strong working relationships with all relevant organizations, staff, board and committee;
- Excellent written work and ability to research and summarize important concepts and knowledge;
- Consistently meeting and exceeding project requirements set out in contracts and contribution agreements;
- Respecting deadlines and budgets; and
- Successfully carrying out the prime functions of the job description.

### **Term of Employment**



This position will be a full-time contract for 4 months, physically spent in Yellowknife. Financial compensation is of 15\$ per hour; karmic compensation of much more than you can ever imagine.

### **Anticipated Start Date**

- May 1<sup>st</sup>, 2018 or earlier. Can be discussed.

The position is based in Yellowknife, Northwest Territories.

At the final stage of screening, after interviews but prior to signing a contract, all potential candidate(s) will be required to produce a criminal records check to ensure that no prior conviction may present an impediment to working with vulnerable people. Staff are required to submit an updated criminal records check annually.

### **Reporting**

This position reports to the Program Specialist.

The team includes a registered urban planner that will be able to supervise and document the intern's work experience.

### **Application Process**

Please submit your cover letter, resume, letters of recommendation and portfolio no later than midnight, MST on March 15, 2018 to:

Northern Centre for Sustainability  
[interns@northerncentreforsustainability.ca](mailto:interns@northerncentreforsustainability.ca)

Your application must be supported by an academic supervisor, researcher or professor at your university. This person might be eligible to get research funding from MITACS.

For additional questions, please get in touch with:

William Gagnon, Green Buildings and Environmental Advocacy Program Specialist, Ecology North  
[will@ecologynorth.ca](mailto:will@ecologynorth.ca)  
867-873-6019  
514-996-6284  
5013 51st Street, Yellowknife NT, X1A 1S5

The successful applicant will need to be available in Yellowknife, as soon as possible, please state your earliest possible availability in your cover letter. All questions related to this posting can be directed to William Gagnon by phone or e-mail. Applications that do not fit all requirements will still be considered.

To learn more about Ecology North, please visit [www.ecologynorth.ca](http://www.ecologynorth.ca)!

