



PLANNER

CONTRACT* – FULL TIME

*18-month contract with the possibility of extension

POSITION SUMMARY

ERA is seeking a planner to join our multi-disciplinary team in our Toronto office. Most of our work involves the adaptive reuse of heritage buildings within Toronto and the GTA. The ideal candidate will have well-rounded planning experience and a demonstrated interest in heritage planning, as well as excel in research, writing, policy analysis, and collaborative problem-solving.

KEY RESPONSIBILITIES

- Research, coordinate, and produce information to support project work, including historical research, analysis, and written descriptions of buildings and properties.
- Contribute research, writing, and analysis to ERA work products, including:
 - submission materials in support of development applications to authorities having jurisdiction such as Cultural Heritage Evaluation Reports, Heritage Impact Assessments, and Conservation Plans;
 - letters, presentations and deputations to Municipal Heritage Committees, Community and City Council;
 - preparation of evidence for hearings before the OLT (and, to a lesser extent, TLAB);
 - options analyses and risk assessments.
- Generate polished and accurate outputs for review;
- Attend internal and external meetings;
- Support and maintain strong relationships with team members;
- Make recommendations and resolve project issues as they arise while knowing when to escalate the issue;
- Develop and maintain knowledge of land use planning, heritage conservation best practices, relevant policy and legislation.

QUALIFICATIONS

- An Undergraduate or Master's degree in Urban Planning or other related field.
- 3-4 years of related work experience (or equivalent).
- Excellent research skills including experience with archival as well as primary and secondary source research.
- Excellent writing skills, attention to detail, and an ability to adapt writing style to suit different audiences.
- Excellent verbal and written communication and interpersonal skills.
- Ability to read architectural drawings.

ASSETS

- Experience in land use planning within Ontario (demonstrated experience in heritage planning is preferred).
- Familiarity with Ontario's land use planning system and heritage legislation, as well as with municipal planning policy and regulation within the City of Toronto, provincial planning policy in Ontario and municipal planning policy and regulation in other Ontario jurisdictions.
- Experience in all phases and components of a project lifecycle, including client communication, consultant coordination, feasibility/planning analysis, municipals approval process (OPA/ZBA/SPA/CoA etc.) and hearings before the land use tribunals.
- Competency with InDesign and other Adobe Creative Suite software.

To apply please email your CV, two writing samples (not professionally edited), and cover letter to irenev@eraarch.ca by 5pm Friday, October 10th, 2025

ERA does not discriminate against applicants or employees because of their race, creed, color, age, religion, gender, disability, sexual orientation, marital status, military status, national origin or ancestry. ERA is committed to fostering an inclusive and equitable workplace where all employees and partners feel valued, respected and supported. ERA is committed to working with and providing reasonable accommodation to applicants with disabilities.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.