



Development Strategy Planner (Intern)

Situatē (Edmonton, AB)

Start: May 1, 2026

Term: 4 months, with possibility of extension

Hours: 35 hours per week (Monday to Friday, 7 hours/day)

Compensation: \$20–\$25 per hour, depending on experience

Location: Edmonton, AB. Hybrid (Minimum 3 days/week in-office)

Application Deadline: February 27, 2026 (midnight)

Eligibility

Students pursuing either:

- An Urban Planning degree (Bachelor's or Master's), OR
- A Business/Commerce degree with a Certificate in Real Estate, OR
- Recent graduates with one of the above qualifications

This is a paid employment position. Students may pursue this role independently and should confirm with their program office if they require work-integrated learning credit.

About Situatē

Situatē is a development consulting firm focused on housing and mixed-use projects in established areas of Edmonton. We work exclusively on development files—rezonings, subdivisions, development permits, and appeals—for private-sector clients.

Our work is grounded in development strategy: helping clients understand what they can build, how to get it approved, and how to move through the approvals process as efficiently as possible. We work closely with municipal planners, neighbours, and decision-makers and are deeply involved in how housing gets approved and built in Edmonton.

The Role

We are seeking a Development Strategy Planner (Intern) to support active housing and mixed-use development approvals projects. This role is for someone who wants hands-on experience working on active files, contributing to real decisions, and learning how development strategy plays out in practice.

You will support senior staff and, as your skills develop, may take the lead on straightforward files or components of larger projects.



What You'll Be Doing

Development Strategy Drafting & Analysis

- Prepare first drafts of planning and development materials using existing templates, precedent files, and guidance from senior staff.
- Research and summarize zoning bylaws, statutory plans, district plans, and City policies.
- Assist with zoning analyses, rezoning rationales, and background materials for client decision-making.

Land Development Application Support

- Support rezoning, subdivision, and development permit applications, as well as SDAB and EDC hearings.
- Track application progress and help coordinate with City staff.
- Assist with neighbour relations materials and newsletter preparation.

Mapping, Data & Site Analysis

- Prepare and maintain GIS maps, clean and organize spatial data, and support site and policy analysis.
- Assist with mapping for zoning analysis, site context, and client-facing materials.

Market & Policy Research

- Research housing policy changes, planning initiatives, and development trends in Edmonton.
- Summarize findings clearly for internal use and client materials.

Project Coordination

- Join project meetings and help keep project information up to date.
- Organize files, correspondence, and documentation so projects run smoothly.

Site Visits

- Visit sites as needed to gather context and support development feasibility analysis.



What We Offer

- Paid internship in compliance with Alberta Employment Standards.
- Hands-on Experience: Work on active housing and mixed-use projects in established neighbourhoods.
- Real Responsibility: Contribute to files that go to City Council, appeal boards, and municipal planners.
- Hybrid Work: Minimum 3 days per week in our Edmonton office.
- Learning & Exposure: Work closely with experienced development strategists and planners.
- Future Opportunities: Strong interns may be extended or considered for future Development Strategy roles.
- Impact: Help shape projects that add housing and density where it's needed.

Who We're Looking For

Degree: Currently pursuing an Urban Planning or Business/Commerce degree (Certificate in Real Estate preferred), or a related field.

Interest in: **Housing, infill development, mixed-use projects, and how planning decisions affect real projects.**

Skills & Attributes:

- Strong writing skills and the ability to explain complex rules clearly.
- Detail-oriented and comfortable managing multiple tasks.
- Comfortable working with data, maps, and technical information.
- Experience with or interest in GIS and spatial data is an asset.
- Proficient in Google Workspace; familiarity with Canva, ArcGIS or QGIS, Affinity Designer (similar to Adobe Illustrator), and/or SketchUp is a plus.
- Familiar with Edmonton's planning framework, or willing to learn quickly.
- Able to work independently, ask good questions, and follow through on commitments.

This is a demanding internship. You will be given responsibility and expected to contribute meaningfully to live projects.



How to Apply

We are intentionally selective. If you want this internship, tell us why.

Send a resume and cover letter to jobs@situatēinc.ca by midnight on February 27, with the subject line: "Development Strategy Planner (Intern) – [Your Name]"

Please include in your cover letter:

- Why housing and infill development interest you.
- A planning, housing, or development issue in Edmonton that you've been thinking about.
- A skill or experience that would make you useful on a development consulting team.
- One non-work thing about you (briefly).

The Selection Process

Selected candidates will be invited to:

- Complete an assignment
- Complete a short skills or thinking exercise
- Participate in an interview