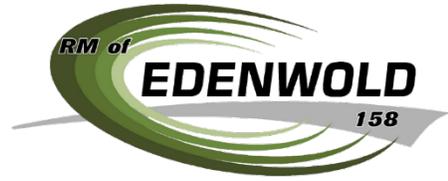


Summer Planning Assistant



Location: Rural Municipality of Edenwold No. 158, Saskatchewan

Employment Type: Full-time, Term: May 1, 2026, to August 31, 2026

Department: Planning and Development

About Us

The RM of Edenwold is a growing and diverse municipality that is committed to providing a high quality of services for residents. Our team plays a key role in supporting vibrant communities, thriving agriculture, and dynamic business districts. Located along major highways, we are a hub for development and innovation – making your work impactful and rewarding.

Role Overview

The RM of Edenwold is seeking a detail-oriented and organized individual to serve as our Summer Planning Assistant. This position plays a key role in supporting the Planning and Development Department in day-to-day duties.

Key Responsibilities

- Review and process development applications, including permitted and discretionary uses, rezonings, subdivisions, building permits, other related permits, and amendments to the Official Community Plan (OCP) and Zoning Bylaw
- Conduct comprehensive research on planning and development topics to support policy and project work
- Prepare clear, well-structured reports, presentations, and other documentation to support decision-making
- Develop communications and informational materials related to planning initiatives and regulatory matters
- Perform site and field inspections to ensure compliance with applicable bylaws, standards, and permit conditions
- Handle administrative tasks such as filing, scanning and records management
- Effectively communicate in verbal and written form with ratepayers, staff, and council
- Support the Manager of Planning and Development with other duties as requested

Education & Qualifications

- Completed at least 3rd year of a university program in planning, geography, or other related fields
- Ability to work independently and as part of a team
- Strong analysis and report writing skills
- Proficiency in Microsoft Office (Word, Excel, Outlook) and virtual meeting platforms
- Excellent written and verbal communication skills

Compensation

The hourly range for this position is \$19.08 to \$21.38.

How to Apply

Qualified candidates should submit a resume and cover letter to the RM of Edenwold No. 158 by:

- **Email:** info@edenwold-sk.ca
- **Mail or In-Person:**
 - RM of Edenwold No. 158
100 Hutchence Road
Emerald Park, SK S4L 1C6
- **Fax:** 306-347-2970

Deadline

Applications will be accepted until **4:00 p.m. on Friday, March 13, 2026.**

We thank all applicants for their interest. Only those selected for an interview will be contacted.