



# Planning Intern (CMHC Indigenous Youth Housing Internship Program)

## Overview

<b>Organization</b>	SHS Inc.
<b>Job Title</b>	Planning Intern (CMHC Indigenous Youth Housing Internship Program)
<b>Contact</b>	<a href="mailto:careers@shs-inc.ca">careers@shs-inc.ca</a>
<b>Salary</b>	This position offers a rate up to \$25.00 per hour.

## About Us

SHS Inc. is a Canadian consulting firm shaping housing solutions so every community can participate, belong, and thrive. Since 1999, we have partnered with governments, non-profits, and the private sector across Canada to ask tough questions, envision better futures, and bring real-world housing projects from concept to move-in.

We work through three core practice areas — **Development, Innovation, and Policy** — helping clients plan, build, manage, and evolve social purpose real estate; design new programs and organizational models; and shape data-grounded housing policy.

Our impact is broad and lasting: we have created housing for thousands, engaged tens of thousands of stakeholders, completed national-scale research and strategies, and supported dozens of communities across the country.

What sets SHS apart is how we do the work: we lead with human-centred design, bring together multidisciplinary expertise, build long-term collaborative partnerships, and ground every recommendation in evidence and impact.

## Qualifications and Skills

This internship opportunity at SHS is being offered through the **CMHC Indigenous Youth Housing Internship Program** and is intended for **Indigenous youth (First Nations, Inuit, and Métis) who are 30 years of age and under**.

The ideal candidate will demonstrate many of the following qualifications, skills, interests, and lived experiences:

- Indigenous youth (First Nations, Métis, or Inuit) with an interest in exploring careers connected to housing, planning, community development, or public policy
- Currently pursuing or recently completed post-secondary studies in urban planning, geography, Indigenous studies, public policy, urban studies, social sciences, housing, or a related field — or equivalent lived, community, or work experience
- Interest in affordable housing, Indigenous housing, community development, land use planning, and improving housing outcomes for communities
- Interest in learning about housing policy, housing development processes, municipal planning, and local government housing strategies
- Curiosity about housing solutions that support equity-deserving, underserved, and marginalized communities, including Indigenous communities
- Strong research, communication, analytical thinking, and problem-solving skills
- Willingness to learn in a collaborative, mentorship-oriented environment and contribute to a team-based consulting setting
- Ability to manage tasks, take initiative, and adapt in a dynamic work environment
- Experience working with community organizations, student groups, volunteer initiatives, or Indigenous communities is considered an asset
- Familiarity with Microsoft Office, Google Workspace, mapping, research, or data analysis tools is considered an asset, but not required

## **Key Responsibilities**

### **1. Planning Support**

- a. Assist Senior Planners and Development Leads with day-to-day planning-related project work, including background research, highest and best use analysis, planning justification reports, planning applications, consultant and client coordination, and meeting preparation, including public and Council meetings.
- b. Support the administration of planning applications by organizing public and agency comments, compiling submission materials, and tracking application progress.
- c. Conduct site-specific research, including zoning reviews and the interpretation of municipal and provincial policies, legislation, and regulations.
- d. Provide preliminary input on site development potential, land use compatibility, and design direction based on research, planning principles, and the clients' project vision.
- e. Support policy projects by researching cross-jurisdictional policies, demographic trends, and best practices in urban planning.
- f. Review and summarize documents and studies, clearly communicating key takeaways and implications.

## **2. Data Analysis**

- a. Identify the type of data needed to inform planning decisions and address client needs.
- b. Extract relevant insights from quantitative and qualitative datasets, applying foundational statistical and analytical concepts.
- c. Demonstrate an understanding of housing market trends and the broader housing policy landscape.
- d. Present data clearly using charts, tables, or visuals that support effective storytelling and decision-making.

## **3. Report Writing**

- a. Assist in organizing research findings and data into coherent and structured reports.
- b. Help incorporate relevant literature and evidence to support project conclusions and recommendations.
- c. Contribute to building persuasive and well-supported arguments within written materials.
- d. Support the development of clear, accessible content that meets the needs of diverse audiences, including clients, stakeholders, and the public.