



Urban Land Institute of  
British Columbia

## POSITION DESCRIPTION

POSITION TITLE:	Intern, PHEP, ULI British Columbia
DEPARTMENT:	District Councils
REGION:	Americas
LOCATION:	Vancouver, BC
REPORTS TO:	Coordinator, ULI British Columbia
FLSA CLASSIFICATION:	Exempt
POSITION STATUS:	Part-Time (Current to March, 2022)
DATE OF REVISION:	July 2022

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### ABOUT ULI

The [Urban Land Institute](#) (ULI) is a nonprofit research and education organization supported by its members, with a mission to shape the future of the built environment for transformative impact in communities worldwide. ULI British Columbia, a district council of the Institute, delivers this mission throughout the metropolitan Vancouver region through a variety of engagement programs and events. Events take place in different formats, including virtual and in person. With over 500 members who represent the spectrum of land use and real estate development disciplines, ULI British Columbia is one of three district councils in Canada, and it serves as a central convener of thought leadership in British Columbia.

[ULI British Columbia](#) is supported by one contractor, Shannon Paterson, Coordinator. The ULI British Columbia Coordinator works in partnership with volunteer member committees and leaders to cultivate programming for the district council. Because in-person events occur throughout the region, it is important that the Intern, PHEP reside within the region and possess the ability and desire to 1) travel to and 2) be present at events—some of which extend beyond traditional work-day hours (e.g., breakfasts and after work meetings). When not staffing events or meeting in person with ULI members, ULI British Columbia has a culture of flexibility with remote working arrangements.

### ABOUT THE PROJECT

ULI British Columbia was one of five ULI District Councils in the Americas Region to be selected to begin work on a special project that aims to understand historic inequities and racial discrimination in land use, and to craft creative strategies to address the ongoing impacts of these policies on community health and wealth disparities.

ULI BC's goal under the [Partnership for Health Equity Program \(PHEP\)](#) is to break down the systemic barriers to housing for Indigenous populations in our Province. By convening key stakeholders and gathering critical data, we hope to facilitate critical forums and create tools for the local real estate sector that will improve access to safe, affordable housing and promote increased health, well-being, and long-term social sustainability.

### **THE OPPORTUNITY**

This internship opportunity is specifically open to Indigenous applicants and we ask candidates to kindly self-identify in their cover letter. This opportunity is also part of [Canada Mortgage Housing Corporation's Housing Internship for Indigenous Youth \(HIY\)](#) program, supporting organizations and businesses in the housing sector to hire Indigenous youth for internship positions.

The Intern, PHEP will report to ULI British Columbia's Coordinator and will additionally be supported by the PHEP Leadership Team of real estate professionals in Metro Vancouver.

ULI British Columbia's Coordinator and a team of leadership members from various real estate industry sectors (both private and public), will support the Intern, PHEP in their role in educating them on the project and assisting them in learning the skills needed to fulfill their role and assignment. The Intern, PHEP will have access to training, education, and a variety of resources through the above-mentioned individuals which in turn, will provide them with a wide variety of experience in the industry.

### **SPECIFIC RESPONSIBILITIES**

The role of the Intern, PHEP, will be to assist with a variety of tasks, administration, and project management. These include, but are not limited to, coordination of meetings, note taking, communications with various individuals and stakeholders, collation of materials and documentation, research and a variety of other tasks within the scope of the project. The candidate will be comfortable with working remotely and connecting virtually with project and team members.

This opportunity will provide a dynamic range of job skills to build upon for future opportunities.

### **QUALIFICATIONS**

- Experience or interest in social equity, housing affordability, and/or community health and wellness
- Good knowledge and understanding of business tools and templates
- Organizational skills and attention to detail
- Interest to learn with a goal to be self-directed and able to work independently and work within deadlines
- Comfort with engaging with groups and multiple stakeholders both in person and virtually
- Verbal and written English communication skills, including professional writing, and communicating with clients and stakeholders
- Ability to work with various computer programs (eg. Outlook, Word, Zoom, etc.)
- Interest in project management
- Applicants to be of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (see below)

## **REQUIREMENTS & PROCUREMENT**

Students pursuing post-secondary education. This position is suitable for students in a Masters/Post-Graduate program or their final year of undergraduate studies, however students working through certificate or diploma programs are encouraged to apply, as well as those whom have a combination of schooling, work experience and lived experience.

For the 2022/23 PHEP project term, Intern PHEP remuneration is set at \$25 per hour for 20 hours per week through to March 31, 2023.

## **APPLICATION INSTRUCTIONS**

To apply, please submit your letter of interest and résumé to ULI British Columbia via email at [britishcolumbia@uli.org](mailto:britishcolumbia@uli.org). Only those selected for interviews will be contacted. References will be required for all interviewed candidates.

EOE/m/f/d/v. No relocation reimbursement is offered at this time.

*41 (1) If a charitable, philanthropic, educational, fraternal, religious or social organization or corporation that is not operated for profit has as a primary purpose the promotion of the interests and welfare of an identifiable group or class of persons characterized by a physical or mental disability or by a common Indigenous identity, race, religion, age, sex, sexual orientation, gender identity or expression, marital status, political belief, colour, ancestry or place of origin, that organization or corporation must not be considered to be contravening this Code because it is granting a preference to members of the identifiable group or class of persons.*