



Posting Date: June 20, 2024

Closing Date: June 28, 2024

Space Planner

Full-time, Contract | ASAP to August 30, 2024

About KidsAbility:

Our mission at KidsAbility is to empower children and youth to realize their full potential. We are a not-for-profit, equal opportunity employer supporting over 17,000 children and youth to reach their communication, social, physical, and behavioural goals each year. Providing early and exceptional family-centred services in the Waterloo and Guelph-Wellington regions. We believe that by living our values, our impact can be profound, and together, we can build brighter futures.

We're looking for the right people to join our team; supporting children, youth, and families to realize their potential, while realizing your own.

About the Opportunity:

The Space Planner supports space planning across multiple sites. In this role, you have the strong ability to think on your feet, assigning an appropriate level of urgency to specific situations and working independently. You are a diligent and resourceful solution focused problem-solver, able to iterate until the right solution is found. You can purposefully collaborate and communicate with internal teams and external partners to seek input and feedback.

The Space Planner's specific areas of responsibility include, but are not limited to:

- Coordinate space planning and support/assist in updating floor plans, maintaining accurate and organized records of all space planning activities.
- Assists the VP to problem solve and resolve general space issues, including ergonomic considerations with the space and resources that are available
- Evaluate present process and make recommendations on new products or process to improve organization's resources around use of space
- Troubleshoot appropriate solutions
- Be proactive with communications and problem solving
- Communicate with all stakeholders in a timely and professional manner
- Other related duties as required.

More About You:

To qualify, applicants must be working towards a degree or diploma in Architecture, Engineering, Design or related studies, in addition to:

- Proficiency with computer-assisted design (CAD) applications like AutoCAD, etc.
- Experience in a customer service or administrative support environment
- Possess strong attention to detail with the ability to input data accurately and extract data to compile regular reports
- Superior time management and organizational skills to deal with frequent interruptions, changing priorities and high volume
- Strong interpersonal and communication skills with the ability to work effectively with a wide range of constituencies in a diverse community
- Demonstrated ability to work independently and use own initiative to manage multiple demands in a high volume and varied environment

- Demonstrated problem-solving and evaluation skills to respond to diverse inquiries effectively
- Ability to work under pressure and remain calm, while having sound judgement
- Familiarity with Occupational Health Safety Act (OHSA), safety principles and procedures preferred
- Experience with accessibility standards and universal design would be an asset
- Strong office administration skills including documentation, reporting and project management
- Proficiency in MS Office applications including SharePoint and Teams
- Possess a valid driver's license and have access to a reliable vehicle with public liability/property damage coverage

We invite applications from those interested in this position to submit a letter of interest and resume to Human Resource's [Recruitment](#).

KidsAbility strives to create an accessible and inclusive application and selection process and is committed to working with and providing reasonable accommodations to job applicants who may require provisions to participate in the selection process. Should any applicant require accommodation please contact Human Resources in advance for assistance.

Equity, Diversity, and Inclusion are the core values of KidsAbility. We are a diverse workforce with wide perspectives and creative ideas that benefit our clients and the community. It is the policy of KidsAbility to ensure equal employment opportunity without discrimination or harassment. We welcome applications from visible minority groups, women, Aboriginal people, persons with disabilities, religion, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, genetic information or any other ground protected by applicable law.

Please note that all prospective KidsAbility employees are subject to mandatory immunization requirements, including the full and ongoing COVID-19 vaccination, as a condition of obtaining and maintaining employment. We will make accommodations as directed by the Ministry of Children, Community and Social Services and the Chief Medical Officer of Health.