



Committee Coordinator

The Town of BWG is looking for an energetic, highly motivated and organized professional to join the Corporate Services Department.

Reporting to the Deputy Clerk, this position is responsible for providing all aspects of meeting support services to statutory and advisory committees and provides administrative support for the Council and Committee of the Whole meeting process. Key duties include agenda and minute preparation, formulating recommendations, advising on meeting procedures, managing correspondence and tracking follow up items. Additionally, this position assists with municipal governance and policy matters and participates with the Clerk to deliver municipal elections. This role is assigned the accessibility portfolio, ensuring compliance with the *Accessibility for Ontarians with Disabilities Act* through the review of site plans and website documentation, preparing the Town's Multi-Year Accessibility Plan, completing provincial reporting requirements and providing staff training related to the Town's accessibility policies and procedures. In addition, this position provides back up support to the Administration Office front counter/reception when required.

Candidates will have a post-secondary diploma in Business or Public Administration or equivalent and three (3) to five (5) years of previous experience in a municipal or public sector environment. A Municipal Administration Program (MAP) Certificate would be an asset. Knowledge of applicable municipal legislation is required and knowledge of parliamentary procedures is an asset. Excellent organizational, communication and time management skills, the ability to exercise good judgement and a demonstrated proficiency with information technology is required. Candidates must have availability and flexibility to attend evening and/or weekend meetings or other events as required.

This position offers a salary range of \$54,553 to \$68,191 (2021 rates) working 35 hours per week plus a competitive benefit package.

To explore this challenging opportunity further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2021-CC05** by **May 19, 2021** to:

Town of Bradford West Gwillimbury, Human Resources Department
125 Simcoe Road, P.O. Box 251, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633 or email hr@townofbwg.com

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

Accommodations will be provided throughout the recruitment, hiring and employment process in accordance with the AODA and the Ontario Human Rights Code.