



Georgian Bluffs

DEEPLY ROOTED. SUSTAINABLY GROWING.

Requires a Records Management Coordinator *(Summer Contract Position)*

Georgian Bluffs is home to 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers a second to none quality of life. With the amenities and facilities of a larger urban centre in nearby Owen Sound, yet the peace, quiet, and environment of a rural location, the Township offers both convenience and nature. We provide a flexible and supportive working environment amongst a small and dedicated team.

The Records Management Coordinator will work closely with the Clerks Department to assist with the development of the Township's electronic and paper record management system. This position requires someone with the demonstrated ability to work independently, with minimal supervision ensuring corporate objectives with respect to the records and information management program are met.

The ideal candidate must be detail-oriented and be accurate with large amounts of data. You will bring with you an understanding of records and documentation regulatory requirements related to municipal government and a familiarity with archival practices. The successful applicant must be proficient in the use of Microsoft 365 applications and the ability to learn the use of additional software applications in-use by the Township. The ideal person for this position will also have excellent customer service skills and strong interpersonal and communication skills.

This is a full-time (35 hours/week), contract position running May to August 2025. The successful candidate will be paid at a rate of \$17.20 per hour. This position is dependent upon funding through Canada Summer Jobs. Applicants must confirm that they meet the requirement for funding to be considered for these positions.

Program Participants must:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number); and
- are between 15 and 30 years of age inclusively at the start of employment.

If Georgian Bluffs is the place, you feel you can be asset, we strongly encourage you to apply. Interested candidates are encouraged to submit in confidence to the undersigned, a resume and cover letter no later than 12:00 PM on March 5, 2025. Job Posting #2025-07.

Human Resources
Township of Georgian Bluffs
Email: hr@georgianbluffs.ca

All applications and inquiries will be treated in strict confidence. The Township thanks all applicants, however, only those who are selected for an interview will be contacted. Personal information is collected under the *Municipal Freedom of Information and Protection of Privacy Act* only for job selection purposes. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.