



The Municipality of Centre Hastings

requires a

Part-Time Community Development Officer

This 25 hour per week contract position is anticipated to be for 12 months with the possibility of extension. The Community Development Officer will be supporting departmental operations during a parental leave of absence to:

- promote quality of life in the Municipality of Centre Hastings through sustainable community development, recreation, community events and programs.

Please refer to the complete job description for a list of duties.

The Preferred Candidate should possess the following qualifications:

- Post-secondary education in a relevant discipline, such as economic development, tourism, or recreation will be considered an asset
- Specialized training courses in economic development, tourism, aquatics, volunteer management or related topics will be considered an asset
- Excellent interpersonal and written & oral communication skills
- Excellent IT skills
- Ability to work in a fast-paced environment, under your own initiative while meeting deadlines
- A general knowledge of municipal policies and procedures or a willingness to learn
- Valid WHIMIS and First Aid/CPR certification will be considered an asset
- Valid Ontario class G driver's license and clean abstract
- A clear criminal records background check
- At least one to two years of experience preferably in a municipal environment as an employee, volunteer, or committee member.

The salary scale for the position is Grade 3 at \$26.70 per hour

Qualified candidates are invited to submit a cover letter and résumé in confidence by 11p.m. on January 23rd, 2022, quoting “Community Development Officer” to the attention of:

Typhany Choinard, CAO/Clerk
Municipality of Centre Hastings
7 Furnace Street, P.O. Box 900 Madoc, Ontario K0K 2K0
613-473-4030

Email: tchoinard@centrehastings.com

Website: www.centrehastings.com

We thank all applicants for their interest, but only those selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection Act for the purpose of candidate selection.