



THE TOWNSHIP OF SOUTHWOLD

Community Services & Communications Clerk

The predominantly rural community of the Township of Southwold has a strong agricultural base and is located in the central part of Elgin County. Incorporated in 1852, the Township includes the development areas of Fingal, Iona, Iona Station, Paynes Mills, Shedden and Talbotville. Our offices are an easy commute from both London and St. Thomas. Our municipal office is located at 35663 Fingal Line, Fingal, ON.

With a total population of approximately 5,000 residents, the Municipality offers beautiful countryside and a wonderful blend of active farms, historic villages, and tourism. The Municipality is experiencing significant growth in our development areas. Learn more about us at www.southwold.ca.

Reporting directly to the Director of Building and Community Services/CBO, the Community Services & Communications Clerk is responsible for providing customer service and to advance the strategic public relations goals of the municipality through effective communication and assistance in the overall organization and operations of the Township office administration.

The municipality is seeking candidates with the following qualifications:

- Post-secondary diploma and a minimum of one to two years general office experience with emphasis on computer, business, accounting, communications, or marketing courses.
- Excellent interpersonal skills and written/verbal communications, public relations skills and proficiency in Microsoft Office applications are required.
- Experience in office procedures, preferably with exposure to municipal government. Able to work well on own initiative and as part of a team; maintain confidentiality; possess excellent organizational skills and the ability to prioritize in a multi-tasking environment.
- Working knowledge of municipal governance, legislative and procedural framework related to statuses, regulations, and by-laws affecting municipal management, with particular emphasis on the Municipal Act is considered an asset.

The pay rate is \$46,883 - \$53,284 annually (2022 Rate), based on 35 hours per week, and is commensurate with qualifications and experience. The Township of Southwold also offers competitive benefits and participation in the OMERS pension plan, a compressed work week arrangement (4-day work week), and work from home opportunities. This is a permanent full-time position. To view the complete job description, please visit:

<http://southwold.ca/municipal-office/employment>

To apply, please send a cover letter and resume to hr@southwold.ca no later than 12:00 noon EST on Monday, March 6, 2023. Please specify "Community Services and Communications Clerk" in the subject line.

The Township of Southwold is an equal opportunity employer. Disability-related accommodation is available for all parts of the recruitment process. Applicants need to make their needs known in advance. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for candidate selection purposes only. Thank you for your interest, however only those selected for interviews will be contacted.