



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 approaching 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 advancing 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 ideal candidate will bring:

- 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 \$54,163.20-\$61,556.88 annually, based on 35-hour- per-week schedule, commensurate with qualifications and experience. The Township of Southwold also offers competitive benefits and participation in the OMERS pension plan. This position may be eligible for a compressed work week arrangement (4-day work week) and limited work-from-home options. This is a permanent full-time position.

To apply, please submit a cover letter and resume in PDF format to hr@southwold.ca with "Community Services and Communications Clerk" in the subject line. Applications will be accepted until September 5th, 2025, at 4:00 p.m. To view the complete job description, please visit www.southwold.ca/employment. Applicants must indicate how they meet the minimum qualifications in their resume.

The Township of Southwold is an equal opportunity employer. Disability-related accommodation is available for all stages 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.