



**The County of Bruce is looking for a
Full-time Project Coordinator in our Corporate Policy Division**

Hike the path less travelled; breathe in gorgeous sunsets on sandy beaches; surge through forests on two-wheels or splash in Lake Huron! This is our life after work. Bruce County is where lifestyle means endless opportunities for exploration and discovery. It will only take you your first day here to realize that this is the explorer's natural playground. Welcome to where we work...

The County of Bruce is currently seeking qualified applicants for the full-time position of **Project Coordinator** in the Corporate Policy Division of the Planning & Development Department. Based in Walkerton and reporting to the Lead Researcher, the Project Coordinator is responsible for a variety of corporate projects ranging from strategic policy projects to specific development projects, both of which vary in size and complexity. The Project Coordinator facilitates and organizes project plans, the day-to-day tasks of project activities, participates in a variety of work teams, prepares work for and supports other coordinators/staff, and is responsible for the delivery of each project on time and according to budget.

Minimum Requirements

- Post-secondary degree preferably in Planning, Business, Community Development, Public Administration, Economic Development or a related field.
- Two (2) years experience in project management, business administration, economic development, marketing, public relations/ communications and other municipal related matters
- Strong knowledge of, and experience with Microsoft Office Suite, Microsoft Project Server, Sharepoint, Web Editing, Social Media Sites, Adobe software including Creative Suite, ArcGIS, Environics
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- Ability to effectively communicate both verbally and in writing
- Ability to work individually as well as part of a team
- Demonstrated time management skills
- Ability to prioritize and manage conflicting demands

Asset:

- Certificate in Project Management

If living in Bruce County is a journey of exploration and discovery, we who work here and serve this community are the guides. A guide is someone who is adaptable to their surroundings and to their peers. A guide believes in being accountable beginning to end - actually owning any question until an answer is found. If you possess these qualities, please consider this opportunity by reviewing the entire job posting through our Career Connector link at www.brucecounty.on.ca, and then apply online, following the outlined process. Please note that although a resume is required, this does not eliminate the need to complete the Applicant Profile. Deadline for applications is **4:30 p.m. on Friday, October 27, 2017.**

Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.

The Corporation of the County of Bruce is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

We thank all applicants in advance, but regret that only those selected for interviews are contacted.