



Committee Coordinator

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are seeking an enthusiastic, team-oriented professional to contribute to the Clerks Division.

Reporting to the Clerk, this position will provide all aspects of meeting support services to statutory and advisory committees as well as administrative support for the Council and Committee of the Whole meeting process. This role also undertakes various duties to ensure compliance with the *Accessibility for Ontarians with Disabilities Act*.

Key Duties and Responsibilities

- Schedule and attend meetings, compose notices, prepare and distribute agendas, draft recommendations/by-laws, coordinate deputations/presentations, arrange for room set up, catering and technology requirements, record meeting proceedings and prepare minutes, manage correspondence and follow up items.
- Advise on meeting procedure in accordance with the Town's Procedural By-law, parliamentary authority and relevant legislation.
- Develop and conduct staff training sessions and review templates and processes in relation to the meeting management software system.
- Facilitate the recruitment of committee members and develop/conduct orientation.
- Conduct research on municipal governance and policy matters.
- Assist with the corporate records and information management program as required.
- Assist with the preparation and delivery of municipal elections.
- Provide back up support to the Administration Office front counter/reception when required.

Competencies and Qualifications

- Post-secondary degree or diploma in Business or Public Administration, Political Science, Law or equivalent.
- Three (3) to five (5) years of previous experience in the municipal or public sector.
- Preference given to those with a Municipal Administration Program (MAP) Certificate, Accredited Municipal Professional (AMP) or Certified Municipal Manager (CMM) designation.
- Knowledge of applicable municipal legislation, knowledge of parliamentary procedure and strong minute taking skills.
- Excellent interpersonal project/time/records management, organizational, judgement and presentation skills, with the ability to communicate effectively, professionally, and courteously with all levels of staff, elected officials and the general public.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees and the general public.
- Computer literacy utilizing Microsoft Office (Word, Excel, PowerPoint), Adobe Acrobat, Zoom, Outlook and electronic meeting management software.
- Availability and flexibility to attend evening and/or weekend meetings as required.
- Candidates will be required to provide a Criminal Record Check upon hire.

This position offers a salary range of \$59,033 to \$73,791 (2024 rates) working 35 hours per week plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Town's career site. Closing date for this position is March 19, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.