



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

COMMUNITY DEVELOPMENT ASSISTANT TEMPORARY, FULL TIME (35 HOURS PER WEEK) – 4 MONTH CONTRACT

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The Community Development Assistant supports the Community Development Coordinator in planning, coordinating, and executing festivals and events within the Community Services Department. This position contributes to the implementation of the Cultural Action Plan, serves as a liaison for the Township's Cultural Resource Centre, and provides occasional front desk support at the Tourism office. In addition to supporting Township-led events, the student works closely with third-party event organizers to ensure that all necessary permits, documents, and requirements are received and processed for events held within the Township of Centre Wellington. The position offers valuable experience in community development, cultural initiatives, event management, and public service, ideal for students aspiring to build careers in these fields.

Major Duties & Responsibilities:

Administration

- Maintain accurate records of event bookings, communications, and logistics.
- Collaborate with the Communications Division to promote events via social media, web pages, and other platforms.
- Ensure permits, insurance, and licenses for events are obtained.
- Prepare and distribute documents related to events, cultural programs, and community activities.
- Responsible for working in accordance with the Occupational Health and Safety Act and Regulations, the Township of Centre Wellington's policies and procedures, as well as established industry guidelines.

Project Based Support

- **Event Support:** Assist with event coordination activities and special events. (Canada Day, New Resident Reception, Culture Days, Volunteer Fair). This includes logistics, materials preparation, venue setup/teardown, and public inquiries.
- **Cultural Action Plan Support:** Aid in implementing programs aligned with the Cultural Action Plan, coordinate workshops with community groups, and promote cultural events.
- **Cultural Resource Centre Coordination:** Manage rental inquiries, schedules, and inventory for event materials and equipment while maintaining their condition.
- **Tourism Office Support:** Provide front desk coverage, greet visitors, and offer information on local attractions.

Other

- Act as a liaison between the Township and cultural organizations, providing administrative support.
- Assist with grant research and preparation.

- Participate in team meetings to enhance Township event success and cultural initiatives.
- Perform other duties as assigned by the Community Development Coordinator or Manager of Community Development.

Minimum Qualifications and Requirements:

- Enrolled in post-secondary studies in Community Development, Event Management, Cultural Studies, or a related field.
- Strong organizational and problem-solving skills.
- Effective communication and teamwork abilities.
- Proficient in Microsoft Office Suite and online promotional tools.
- Knowledge of municipal policies, public health standards, and risk management practices.
- Customer service-oriented with the ability to manage public and stakeholder interactions tactfully.
- Interest in Ontario and/or local government and public administration.
- Ability to work flexible hours, including evenings and weekends, during festival seasons.
- Comfortable working outdoors, standing for long periods, and lifting event materials
- Must possess a valid Class 'G' Driver's License and access to a reliable vehicle.

Location: Elora Tourism Information Centre (10 E Mill St, Elora, ON N0B 1S0)

Hours of Work: 35 hours per week. Flexibility to work evenings and weekends to accommodate activities and events.

Hourly Wage: \$23.21 (2025 Rate)

To Apply: Interested applicants are invited to submit their cover letter and resume combined in MS Word or PDF format by email to careers@centrewellington.ca by **February 2, 2025**, at 11:59 p.m. Please quote job posting 2025-13 in the subject line.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. All qualified internal candidates will be interviewed before external candidates are interviewed. We thank all those who apply; however, only those candidates selected for an interview will be contacted.