Clarington

We're looking for a Co-op Student, Information Technology (up to 4 months) to join Clarington's Finance & Technology team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

About the Role

Vacancy Status: This posting is for a newly created position.

Reporting to the Business Development Supervisor and Chief Information Officer, the successful candidate will support a focused data-migration initiative involving the transfer of records between Municipal Animal Shelter information systems. This short-term internship emphasizes applying AI concepts and Robotic Process Automation (RPA) to streamline data extraction, transformation, and loading activities, while providing hands-on experience with Municipal technology operations from **May 4, 2026, to August 28, 2026**.

Key Responsibilities

- Assist with the migration of records between Animal Shelter Information Systems using AI-driven or RPA-based automation approaches.
- Develop, test, and refine scripts or automated workflows to ensure accurate and efficient data transfer.
- Validate migrated data for accuracy, completeness, and compliance with Municipal standards.
- Document procedures, workflows, and technical steps related to the automation process.
- Collaborate with IT staff to troubleshoot issues, optimize automation logic, and support project timelines.
- Perform other duties as assigned, including those specific to the department.

What you bring

- Candidates must currently be enrolled in post-secondary program in Information Technology, Computer Science, Data Science or a related discipline on a full-time basis.
    - Documentation that provides proof of current enrolment as well as identifying your status in the program must be submitted with your application.
    - Failure to provide documentation will disqualify you from consideration.
- Foundational understanding of artificial intelligence concepts, including automation and machine-learning fundamentals.
- Experience or coursework related to RPA tools (e.g., Power Automate, UiPath, Automation Anywhere) is an asset.
- Familiarity with data handling, scripting, or basic programming (e.g., Python, SQL) preferred.
- Strong analytical, problem-solving, and documentation skills.
- Ability to work independently while collaborating effectively with technical staff.
- Must be legally entitled to work in Canada.

What we offer

- Wage: $20.00 per hour
- This position is currently eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- Hours of work: 35 hours per week

Additional Information

A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments. To be considered successful, candidates must achieve a minimum score of 60% on each test. The highest score attained across the assessments will be used in the final award decision.

How to Apply

Applications will be accepted until **March 22, 2026, at 11:59pm**.

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.