

# Clarington

## **We're looking for a Temporary Coordinator, Community Development (up to 12 months) to join Clarington's Public Services 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**

Reporting to the Supervisor, Community Development and Events, the Temporary Coordinator, Community Development will play a vital role in advancing inclusive and impactful community initiatives. This position is responsible for coordinating and administering a range of programs, including the Community Funding Program, and supporting the delivery of municipal and community-led events. Acting as a central liaison between municipal departments, external agencies, and local partners, this role works to strengthen relationships, optimize community assets, and expand opportunities for engagement and support.

### **Key Responsibilities**

- Providing leadership and support for the administration of core community programs and policies, including the Community Funding Program and Civic Awards Program.
- Acting as a primary point of contact for residents, community groups, partners and other external stakeholders to navigate and access information about our programs.
- Supporting and planning high-impact municipal special events such as Canada Day, grand openings of parks and facilities, community concerts, and more.
- Overseeing event logistics including volunteer coordination, site safety, vendor management, and promotional material development.
- Supporting the intake and approval process for third-party special event permits, collaborating with internal and external stakeholders.
- Administering the Clarington Volunteers program, including portal oversight, training, and best practices.

- Implementing and monitoring project plans while working within the assigned budget targets
- Providing support in the preparation of grant applications, funding proposals, and related reporting.
- Preparing and assisting with project documentation including charters, meeting agendas, minutes and follow up actions.
- Initiating the development and maintenance of communication and resource materials.
- Tracking and monitoring key performance indicators.
- Representing the department at internal and external meetings and community events.
- Performing other duties as assigned, including those specific to the department.

## What you bring

- Post Secondary Education in Recreation, Community Development, or related field.
- A minimum of three (3) years of related experience in Community Development, programming, or event planning.
- Strong knowledge of legislation governing events (e.g., AGCO, Public Health, AODA, OHSA).
- Experience and knowledge of the Non-Profit sector is an asset.
- Experience in Project Management is considered an asset.
- Demonstrated ability to establish effective working relationships and to provide excellent customer service to internal and external customers.
- Experience and proficiency in the following computer applications; with Office 365 (including SharePoint, Teams, Word, Outlook and Excel) and Active recreation software.
- Current certification in Standard First Aid and CPR-C.
- A valid Ontario Driver's License Class "G" with a satisfactory Driver's Abstract and access reliable transportation.
- Availability to work evenings and weekends as required.
- Excellent written and verbal communication abilities.
- Legally able to work in Canada.

## What we offer

- Salary: \$75,298 to \$91,526 - Grade 3 of the 2026 Non-Affiliated Salary Administration Program.
- Hours of work: 35 hours per week

## Additional Information

*A satisfactory criminal record check with vulnerable sector check, drivers abstract, and proof of qualifications will be required for the successful candidate.*

Pre-employment testing may consist of written and oral assessments.

## How to Apply

Applications will be accepted until **March 23, 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](http://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](mailto: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](mailto:careers@clarington.net).