

Clarington

We're looking for a Temporary Project Coordinator, IT Applications (up to 18 months) to join Clarington's Finance and 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 an existing vacancy.

Reporting to the Business Development Supervisor, the temporary Project Coordinator, IT Applications will be responsible for leading new software implementation projects and deploying enhancements to existing software solutions. This position also provides technical and functional business support to users of one or more enterprise applications, including but not limited to, Amanda, Microsoft SharePoint, Microsoft Dynamics, Microsoft O365, and Citywide.

Key Responsibilities

- Planning and executing technology projects, ensuring they are delivered on time, within scope, and on budget.
- Provide business analysis and project management functions for corporate and business application implementations.
- Work with departments to develop a detailed understanding of their business requirements, work processes, application and custom report requirements, then lead initiatives to implement or enhance information technology solutions to support processes and address needs.
- Leading cross-functional teams, assigning tasks, setting clear objectives, and fostering collaboration.
- Developing and managing comprehensive project plans, including timelines and resource allocation.

- Applying project management best practices and methodologies to optimize project outcomes and ensure consistent quality.
- Build automations, dashboards, and integrations using Power Automate, Power Apps, and Power BI.
- Author and execute test scripts, support UAT, and triage post go-live defects.
- Document technical configurations, data models, and standard operating procedures.
- Driving continuous improvement by analyzing project performance, identifying lessons learned, and making suggestions for process enhancements.
- Perform other duties as assigned, including those specific to the department.

What you bring

- A university degree in the field of business administration, computer science, or information systems, or equivalent combination of education and experience.
- A minimum of two (2) years of experience in leading projects.
- PMP or another Project Management certification is required.
- Demonstrated experience in business analysis techniques including gathering and interpreting requirements, process mapping, customer-journey mapping, and optimization using industry standards and frameworks.
- Working knowledge of the Microsoft Power Platform (Power Automate, Power Apps, Power BI) and SharePoint Online administration.
- Proven analytical, organizational, research, time management, and problem-solving skills.
- Knowledge of RFP development, evaluation, and award.
- Advocate of design thinking and human-centered design.
- Comfortable with various Agile and Waterfall methodologies.
- Experience in writing project-related documentation and a keen attention to detail.
- Demonstrated experience in a computerized environment, including Office365 (Word, Excel, Outlook, Teams, SharePoint), and MS Project or similar software.
- Demonstrated excellence in communication skills, both written and verbal.
- Ability to work independently and within a team environment, prioritize work assignments and manage projects within strict timelines.
- General knowledge of municipal/public services and programs would be considered an asset.
- Proven excellence in customer service is key to this position.
- Must be legally entitled to work in Canada.

What we offer

- Salary: \$82,663 to \$94,949 – Code 12 of the 2026 Inside Collective Agreement.
- A pension program to support long-term financial security.
- 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 **June 9, 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.