



CAREER OPPORTUNITY

Legal & Risk Management Coordinator Full-Time – Permanent (35 hrs/wk) Competition TOS2026-12

Strathmore is hiring!

We're excited to offer an opportunity to join our team as a **Legal & Risk Management Coordinator**. This role is ideal for someone who thrives on diving into the details while contributing to the bigger picture of the organization.

This position acts as a key liaison between senior leadership, legal counsel, and operational teams, to help ensure the organization operates within established legal frameworks while taking a proactive approach to risk mitigation. Success in this role requires exceptional attention to detail, strong analytical thinking, and the ability to manage multiple priorities in a fast-paced public service environment.

Why Join Us?

- Benefits from Day One: Comprehensive health and dental coverage, health and wellness spending account, pension enrolment, and more!
- Vacation starts at 3 Weeks: Plus 3 additional days off to recharge at year-end!
- Exclusive Facility Access: Enjoy complimentary use of Strathmore's recreation facilities, including the Aquatic Centre, Arena, and Fitness Centre with indoor walking track.

What You'll Do:

Reporting to the Director, Strategic, Administrative & Financial Services, the Legal & Risk Management Coordinator is responsible for: coordinating and reporting insurance claims; developing and maintaining agreements; and supporting the Director with coordinating legal requests.

Interested in learning more about this opportunity and what the Town of Strathmore offers our employees? Check out the details by visiting strathmore.ca.

Why Strathmore?

Strathmore is a growing, vibrant, welcoming community that is recognized as a regional hub for business and recreation. Continued investment in recreation facilities, parks, projects, commercial revitalization, and community programming provides an exceptional quality of life for our residents, visitors and staff.

We're a close-knit community just outside of Calgary, where you can enjoy the best of both small-town living and big-city amenities.

Successful applicants will demonstrate on their resume:

- Post-secondary education, or 2 - 5 years related experience, preferably in an insurance claims management, legal, or municipal government setting
- CIP (Certified Insurance Professional) designation or Paralegal/Legal Administrative Certificate is desirable
- Strong knowledge and experience with MS Office

In the interview we will be looking for examples of the following competencies:

- Time-Management and Attention to Detail: Exhibits strong time management and prioritization skills, with a high level of accuracy and attention to detail in all aspects of work.
- Insurance and Risk Knowledge: Possesses working knowledge of insurance claims processes, coverage, and premium structures to support organizational risk management.
- Legal and Municipal Knowledge: Demonstrates knowledge of contract law, and municipal government operations to support informed decision-making.
- Confidentiality and Integrity: Handles highly sensitive and confidential information with discretion, professionalism, and a high degree of integrity.

Application:

Please submit a cover letter and complete resume of experience and qualifications, quoting **Competition TOS2026-12** to: careers@strathmore.ca.

This competition will close at 12:00 p.m. on Wednesday, May 6, 2026.

The Town of Strathmore thanks all applicants for their interest; however, only those selected for an interview will be contacted.

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request.

This posting is intended as a summary of the primary responsibilities and qualifications for this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.