



JOB POSTING

ABOUT THE MUNICIPALITY OF CENTRAL ELGIN

The Municipality of Central Elgin is a progressive, growing urban and rural municipality located on the north shore of Lake Erie in the heart of southwestern Ontario adjacent to London and St. Thomas. The Municipality is home to about 15,000 people. A prosperous municipality that blends the diversity of a rural agricultural community with an extensive urban environment that is rich in history and tourism, the Municipality of Central Elgin prides itself on being progressive in the way everyday business is carried out.

Title	Executive Assistant / Project Coordinator
Job Status	2 year contract
Wage	Starting at \$34.59
Hours	35 hours per week
Reports To	CAO
Location	Central Elgin
Posting Status	Vacancy
Unionized	No

POSITION OVERVIEW:

Reporting directly to the Chief Administrative Officer (CAO), the Executive Assistant / Project Coordinator provides confidential executive-level administrative support while coordinating the Hospital Lands Project. The position is responsible for ensuring the efficient operation of the CAO's Office, supporting the Mayor and Council and senior management, and coordinating administrative support for the Hospital Lands Project (HLP).

The role requires exceptional organizational skills, discretion, and the ability to balance executive support responsibilities with project coordination.

KEY RESPONSIBILITIES:

Executive Support

- Provide confidential administrative support to the CAO and Hospital Lands Project Team (HLPT).
- Manage the CAO's calendar, meetings, travel, and correspondence.
- Prepare agendas, briefing notes, reports, presentations, and meeting materials for HLPT.
- Coordinate Senior Management Team meetings and follow up on action items.
- Screen inquiries and prioritize issues requiring the CAO's attention.

- Maintain confidential files and records.
- Coordinate appointments with Council, senior staff, government agencies, consultants, and community organizations.

Hospital Lands Project Coordination

- Coordinate all aspects of HLP assigned by the CAO and Project Manager.
- Coordinate and schedule meetings for the HLPT.
- Provide administrative support for HLPT.
- Maintain files and document control.

QUALIFICATIONS AND REQUIREMENTS:

- Diploma or degree in Public Administration, Business Administration, Office Administration, Political Science, Project Management, or a related field.
- Minimum five years of progressively responsible administrative or project coordination experience.
- Experience supporting senior executives is required.
- Municipal government experience is preferred.
- Experience in project coordination is an asset.
- Excellent communication skills, both oral and written, to provide information to the general public, liaise with outside agencies, etc.
- Interpersonal skills to maintain pleasant and effective relations with staff and the general public.
- Ability to co-ordinate various responsibilities
- Computer literacy is a requirement.
- Comprehensive experience with Microsoft Excel, Word, PowerPoint and Teams.
- Experience with Microsoft Project or Teams Planner is a key asset.

WHAT WE OFFER

- Competitive wages.
- Employee & Family Assistance Program (EFAP).
- Participation in the OMERS pension plan.
- Flexible work arrangements where operationally possible.

HOW TO APPLY

- Please apply for this opportunity directly through our website:
<https://municipalityofcentralelgin.applytojob.com/apply>
- Applications should be submitted by **Sunday, July 19, 2026**. The position will remain open until filled.
- The successful candidate will be required to complete a Criminal Record Check as a condition of employment.
- We thank all applicants for their interest; however, only those selected for an interview will be contacted.

ACCOMMODATIONS

The Municipality of Central Elgin is an equal opportunity employer. The Municipality of Central Elgin will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested.

ADDITIONAL INFORMATION

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment. Questions respecting the collection of information should be directed to the CAO of The Corporation of the Municipality of Central Elgin.