Community Services Administrative Assistant (Temporary 10 Month Contract)

Department	Vacancy	Employee Group	Position Type
Community Services	**Existing**	**Non-Union**	**Temporary Full Time**

Join Us at the Town of Pelham!

The Town of Pelham is a vibrant and welcoming community dedicated to creating opportunities for current and future generations. We are proud to be part of the Niagara Region, known for its natural beauty, strong sense of community, and commitment to sustainability and growth.

Pelham is part of the Dish with One Spoon wampum, a treaty that guides a commitment to principles reflecting respect for our shared environment and responsibility to one another:

- Taking only what we need
- Leaving some for others
- Keeping our community clean and thriving

Pelham is home to approximately 19,000 residents and continues to grow while maintaining its small-town charm and high quality of life. The Town's 2023-2027 Strategic Plan prioritizes responsible growth and development, environmental stewardship, and building a resilient, future-ready organization. The mission is to create an active and sustainable community while promoting an exceptional quality of life, valuing its people, their experiences and the environment. Join the team and help make a meaningful difference in Pelham!

The Opportunity

Reporting to the Associate Director of Community Services – Strategic Initiatives, Programs and Events, the Community Services Administrative Assistant is responsible for organizing and preparing reports including minute taking at department and working group meetings, data entry and filing, gathering and organizing of supplies, and assisting with the development of special events and programs when required. Additional roles include coordinating the Volunteer Program; supporting other departmental Programs; assisting with the promotion and marketing of all department programs and special events; and responding to email inquiries regarding camps, events, festivals, and volunteer programs.

About You

What You Will Do

- Provide high-level administrative support by conducting research, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, managing department subscriptions and memberships, arranging conference calls and scheduling meetings.
- Maintain and update Community Services content on the Town website
- Populate content for weekly newspaper column and distribute advertising material for the department.
- Maintain department records in accordance with the Town's record retention policy.
- Prepare quarterly department reports to Council for the Associate Directors' review and approval.

- Attend department specific working group meetings and take minutes; work with the Chair and Programmer for agenda circulation.
- Administer the Volunteer program including recruitment, scheduling and training
- Plan, coordinate and implement the Town's annual Volunteer Appreciation Night
- Purchase departmental supplies including uniform sand event supplies.
- Reconcile monthly bank statements
- Maintain the daily community coffee cart
- Administer the Pelham Buck and public donation programs
- Provide administrative support for the Community Grant Program, including application processing, documentation, and program coordination.
- Provide back-up support to Customer Service, as required
- Other related duties as assigned

What We Are Looking For

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role.

- Post-secondary education in Office Administration or Recreation and Leisure, or a related field
- Smart Serve Certification or willing to obtain
- Strong computer background; proficient in Microsoft Programs
- Working knowledge of ActiveNet and/or Volgistics is considered an asset
- Strong interpersonal skills; capable of working with a diverse staff in an open concept office environment
- Be detail-oriented, creative, independent, meticulous, able to multi-task, and complete accurate cash reconciliations.
- Valid Class G Driver's License and use of a personal vehicle

What's In It For You

- A competitive salary ranging between **$58,697 to $68,666** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Occasional work outside of normal working hours may be required.
- The option to participate in the OMERS pension plan
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Summary

- Pay Rate: $58,697 to $68,666
- Vacancy: Existing
- Department: Community Services
- Position Type: Temporary Full-Time
- Employee Group: Non-Union
- Work Location: On-site
- Hours of Work: 35
- Number of Openings: 1
- Posted Date: October 28, 2026
- Application Deadline: Thursday, November 12, 2026, by 4:30pm

Applications are available online at https://www.pelham.ca/careers and must be submitted by **4:30pm on Thursday, November 12, 2026**.

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact Town Hall at 905-892-2607, ext. 315. Should you require any special accommodations to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

The Town of Pelham does not use artificial intelligence to screen, assess or select applications in the recruitment process.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.