**TOWNSHIP OF WHITE RIVER**

We are currently seeking qualified candidates for the

following position:

**1 Full-Time Administrative Assistant/Festival Coordinator**

The Township of White River is seeking a full-time (35 hours) Administrative Assistant/Festival Coordinator to perform clerical and administrative duties as well as the planning and implementation of the Winnie’s Hometown Festival.

Responsibilities include:

* Providing secretarial support to a variety of Municipal Departments.
* Maintaining records and files.
* Providing receptionist services as required including answering telephone and email requests, directing calls and responding to inquiries, as well as taking payments for municipal services.
* Providing Service Ontario services to the general public.
* Planning for, organizing and carrying out the plans for the Winnie’s Hometown Festival
* Directing students assigned in Festival positions.
* Other tasks as assigned.

Requirements:

* Excellent written and verbal skills.
* Excellent time management skills, highly organized and self-motivated.
* Must have a strong knowledge of all Microsoft Office Products or similar program to create Festival advertising, posters, pamphlets, etc.
* Ability to learn and use other programs as needed.

**Interested applicants may submit a resume and a completed employment application, which can be found at** [**https://www.whiteriver.ca/upload/documents/employment-application.pdf**](https://www.whiteriver.ca/upload/documents/employment-application.pdf) **by 4:00 p.m. March 29, 2022 to:**

Township of White River

102 Durham Street, P.O. Box 307

White River, ON P0M 3G0

Email: cao@whiteriver.ca or via fax to (807) 822-2719

For more information call (807) 822-2450 x. 206

We thank all applicants for their interest but only those selected for an interview will be contacted. All applications received will be held strictly confidential.

*The Township of White River is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Township of White River is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*