

Special Projects Coordinator – Legislative Services

8 Month Contract

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Join us in making a difference in the community by applying for the 8 Month Contract Special Projects Coordinator – Legislative Services position. We look forward to your application!

Core Responsibilities

- Support planning, research, and coordination for key Legislative Services projects, including governance reviews, accessibility planning, and policy/bylaw updates.
- Assist with project timelines, information gathering, consultations, and preparation of draft reports and materials.
- Contribute to project documentation and recommendations for internal review.
- Provide occasional support for Access to Information requests, records management, and Council/Committee meeting preparation.
- Assist with meeting logistics, including electronic meeting setup and technical support, as needed.
- Support the 2026 Municipal and School Board Election process when required.
- Provide general administrative support to the Director and the Legislative Services team.
- Maintain confidentiality and follow all relevant policies, including MFIPPA, Health & Safety requirements, and the Code of Conduct.

Experience

- 2+ years of administrative or project coordination experience, ideally in municipal or public-sector settings.
- Experience with accessibility initiatives or AODA compliance considered an asset.
- Background in records management, Access to Information, or meeting support is an asset.
- AMCTO Municipal Administration Program (MAP) or related courses are beneficial.

Qualifications & Skills

- Diploma in Office Administration, Public Administration, Business Administration, or a related field.
- Strong organizational, research, and communication skills.
- Comfortable using Microsoft 365 (Word, Excel, Outlook, Teams, SharePoint).
- Able to handle sensitive information with professionalism and sound judgment.
- Customer-service oriented with a collaborative, approachable attitude.
- Valid Class G driver's licence and acceptable driver's abstract; access to a reliable vehicle.
- Ability to obtain a Criminal Record Check prior to start date.

Salary

\$37.62 - \$44.00 / hour

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled " Special Projects Coordinator " addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to hr@ramara.ca . Artificial intelligence is not used to screen, assess or select applicants. This posting is for an existing vacancy. Please be advised, this posting will remain open until filled.

We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.