

Executive Assistant to Mayor & Council / Corporate Services

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. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the EA to Mayor & Council / Corporate Services position. We look forward to your application!

Core Responsibilities

- Provide confidential administrative support to the Director of Corporate Services / Legal, including calendar, correspondence, and meeting coordination.
- Maintain and organize legal files such as contracts, agreements, easements, encroachment files, and By-Law records.
- Coordinate workflows for contracts, leases, service agreements, and procurement documents requiring legal review.
- Prepare and format documents, reports, memos, presentations, proclamations, and certificates.
- Conduct basic legal and policy research, gather background information, and prepare summaries or briefing notes.
- Track litigation deadlines, insurance claim correspondence, and related documentation schedules.
- Assist with Freedom of Information (FOI/MFIPPA) requests, including searches, document organization, and redaction preparation.
- Support the implementation and maintenance of policy and procedure document management systems.
- Provide administrative support to the Mayor and Members of Council, including scheduling and communication management.
- Triage incoming communications for the Director, Council, and Mayor based on urgency, sensitivity, and legal considerations.
- Assist with the preparation and handling of confidential Council materials.
- Facilitate effective communication flow between Township staff and Council when required.
- Support Corporate Services with By-Law and policy formatting, and quality control for Council-bound reports.
- Coordinate execution of legal and corporate documents including signatures, stamping, routing, scanning, and secure storage.
- Draft, organize, and maintain legal support documents for departmental use.
- Respond to public inquiries professionally and in alignment with municipal protocols.
- Prepare public notices, announcements, and website content under the direction of Corporate Services.
- Handle sensitive and confidential materials with discretion, maintaining political acuity and solicitor-client privilege.

Experience & Qualifications

- Diploma in Office Administration, Public Administration, Business Administration, Law Clerk, or a related field.
- Minimum 3 years administrative experience, preferably in municipal government or public sector.
- Experience supporting senior leaders, elected officials, or boards (asset).
- Knowledge of municipal operations, governance, and Council processes.
- Familiarity with Ontario legislation such as the Municipal Act and MFIPPA (asset).
- Strong written and verbal communication skills with high attention to detail.
- Proficiency in Microsoft 365 (Outlook, Word, Excel, Teams, OneNote).
- Excellent organizational skills and ability to manage multiple priorities.
- Demonstrated confidentiality, political acuity, and sound judgment.
- Strong customer service skills and professional, approachable demeanor.
- Valid Class G driver's licence and access to a reliable vehicle.
- Satisfactory Criminal Record Check required prior to start date.

Salary

\$29.16 - \$34.11 / hour.

Join a team that invests in you! Enjoy OMERS pension plan membership and a comprehensive health and dental benefits package designed to support your well-being and future.

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "**EA to Mayor & Council / Corporate Services**" 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 March 8, 2026**, at 4:30 p.m.

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.