

JOB POSTING DETAILS

Employer	The Corporation of the Township of Plummer Additional	Job Type	RI
Job Title	Municipal Office Intern	Duration	Full Time Contract
ES Job ID	12575	Location	Plummer Additional
Date Posted	May 2, 2022	Closing Date	May 26, 2022

Job Overview - Description & Duties

Job Title: Municipal Office Intern - 12 Month Term
\$24/hour for 37.5 hours per week

The Township of Plummer Additional is seeking a person to fill the 12-month term Municipal Office Intern position. This position will potentially provide the opportunity for, full-time permanent employment after the term has ended. This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

The ideal candidate is able to provide financial and accounting assistance to management and council. The ideal candidate will also assist with Council relations & Council meeting preparations, management of property information & property tax billing, and will assist in the preparation and implementation of recreation programs and the 2022 municipal election. Assistance with tasks and projects for the Cemetery and Roads departments, and other related committees/boards will also be required. For a complete job description, please see our municipal website @ www.plummertownship.ca.

Required Skills

Minimum Qualifications:

- Completion of Post-secondary education in Accounting, Finance, Business, and Mathematics or in a closely related financial field is preferred.
- Payroll and bookkeeping experience is beneficial.
- Proficiency and experience with Microsoft Office Suite, spreadsheets, accounting packages (SAGE is preferred)
- Proficiency in time management, organization, as well as a demonstrated adherence to strict deadlines to complete multiple concurrent projects.
- Ability to maintain professionalism while under pressure.
- Attention to detail.
- Excellent communication and interpersonal skills to interact with all staff, Council, senior government officials and community stakeholders.
- Knowledge and understanding of the Municipal Act, an awareness of other acts and by-laws is an asset.

Other Requirements

Mandatory Position Requirements:

- The applicant must be at least 18 years of age;
- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Have not previously participated in a NOHFC-funded internship;

- Reside, and be legally entitled to work, in Canada;
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed;
- Be a resident of Northern Ontario.

How to Apply

The full job description is available at plummertownship.ca or by calling 705-785-3479.

Please submit your resume and cover letter by 4:30 pm on Thursday, May 26th, 2022 to:

Municipal Office Intern

Plummer Additional

38 Railway Cres., RR#2,

Bruce Mines ON POR ICO

E-mail submissions with the subject line "Municipal Office Intern" are acceptable at info@plummertownship.ca We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

Candidates are encouraged to inform of any accommodating requests. 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.