



Woolwich Township Job Posting

Date:	September 12, 2023
Position:	Part-Time Committee Support Specialist
Positions Available:	One (1) Part-Time
Department:	Corporate Services
Wage Rate/Grade:	\$25 - \$30 per hour
Hours of Work:	Up to 50 hours per month

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Corporate Services is seeking one (1) Part-Time Committee Support Specialist.

Purpose of the Position and Profile

The Committee Support Specialist will be responsible for providing meeting support and secretariat services to the Remediation Advisory Committee (RAC), Technical Advisory Group (TAG) and Heritage Committee. More information on the activities and terms of reference for Township Committees are available on the [Township's website](#).

With meetings scheduled well in advance, this flexible position provides opportunities for other duties to be completed around applicant schedule provided deadlines are met with possible opportunities for work from home. Meetings are held in person at the Township Office and can be several hours in length.

The successful candidate should be available to spend up to 50 hours in a month, with more time required leading up to and on the day of a meeting. This position is also required to check email for correspondence 3-5 times per week. There are typically no meetings scheduled in July and December.

Responsibilities:

- Schedules Committee meetings with members
- Prepares agendas and minutes, meeting setup, hybrid meeting support, circulating correspondence and providing additional follow up as required
- Attend one to three evening meetings per month
- Provide backup support for Council and other committees, in the absence of the Council and Committee Support Specialist.
- Uses the electronic agenda software to publish agendas and supports Committee use of meeting technology including Zoom.
- Other duties as assigned

Qualifications, Knowledge, Skills and Work Requirements:

- RAC and TAG deal with matters of a highly technical nature related to the remediation process at LANXESS in Elmira so a background or interest in chemistry, hydrogeology, or the environment would be an asset
- The Heritage Committee advises Council on cultural heritage and the designation of heritage properties so a background or interest in history, heritage, planning or similar would be an asset
- Attention to detail, with the ability to follow instructions, problem-solve, and to follow through on tasks
- Good transcription and minute taking skills
- Knowledge of office and administrative procedures

- Must have excellent interpersonal communication and teamwork skills and be able to interact well with members of Committee, staff and the public
- Must be able to handle confidential and politically sensitive matters
- Excellent literacy is required
- Experience with Microsoft Office (Word, Excel, Outlook, PowerPoint), Zoom and agenda and document management software

Working conditions:

- Up to 50 hours per month, combination of office hours with evening requirements

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm, Wednesday, September 27, 2023. Please quote job posting 2023-38.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.