

Woolwich Township Job Posting



Date: February 28, 2025
Position: Summer Administrative Coordinator
Wage Rate/Grade: \$18.00-\$20.00 per hour

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 centers 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.

Fire Services is seeking one (1) Summer Administrative Coordinator position available from May until August 29, 2025.

Purpose of Position and Profile:

This position will aid the Fire Services administrative team with customer service, supporting programs (i.e. Senior Fire Safety Program), community events, administrative projects such as Fire Prevention related marketing, promotion, and public education.

Responsibilities:

- Assist Fire Services with resident, business and visitor inquiries and requests.
- Assists with the enhancement of current Fire Prevention, Emergency Management, and Community Risk Assessment programs
- Participation in Fire Prevention, and Emergency Management related community events and public engagements.
- Asset management data collection and entry.
- Administrative duties may include data entry and proof-reading documents.
- Other related duties as required.

Qualifications, Knowledge, Skills and Work Requirements:

- Post-secondary education in Pre-Service Firefighter Program or a Fire Service related disciplines
- Demonstrates high levels of customer service, active listening skills with a supportive and nonjudgmental approach
- Excellent organizational skills and good attention to detail
- Ability to work in a team environment with minimal supervision
- Project administrative experience an asset
- Punctual and dependable
- Experience with Fire Records Management Software (i.e. Fire House) an asset
- Proficient in MS Office applications in MS Windows environment
- Fluent in English, with excellent verbal and written communication skills

Working Conditions:

- Monday to Friday, 35 hours per week
- General office environment

Interested applicants are invited to submit their resume via email to hr@woolwich.ca by **4:00 pm Friday, March 14, 2025. Please quote job posting 202-15.**

All applicants are thanked for their interest in this position, 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.