



OFFICE ASSISTANT SUMMER STUDENT

Closing Date: March 31, 2026

The Office Assistant summer student supports municipal staff by providing administrative help and assisting with public communication through website and social media content creation.

Duties & Responsibilities

1. Perform records maintenance duties that include record updating and filing, record shredding, record scanning and updating by-law and motion indexes.
2. Assist with customer service and front-counter duties by directing inquiries, greeting visitors at the municipal office and processing payments, as required.
3. Assist with creating content for the municipal website and social media channels that include preparing posters, newsletters and announcements and developing a photo/video library.
4. Other general office duties as assigned including answering the phone and taking messages, opening mail, etc.

Skills & Qualifications

- Strong organization, attention to detail, and ability to maintain confidentiality.
- Ability to work independently with minimal supervision.
- Familiarity with municipal services and interest in local government.
- Strong written communication and professionalism suitable for public-facing messages
- Experience with basic social media and website content creation
- Basic graphic design or photo/video editing skills (an asset)
- Currently a post-secondary student and returning to school in the fall

The hourly rate for the Office Assistant summer student is \$20.59, based on 35 hours per week.

Resumes can be emailed to Jennifer Ault, Clerk at jault@frontofyonge.com by 4:30 p.m. on Tuesday, March 31, 2026.

The Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Information collected will be handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. In accordance with the *Accessibility for Ontarians with Disabilities Act (2005)*, accommodation will be provided upon request throughout the selection process.
