

JOB POSTING

SPECIAL PROGRAM COORDINATOR

6 Month Contract Position - Non-Unionized
Salary \$20/hour - 20 Hours per Week

The Municipality of Markstay-Warren is inviting applications for a 6-month contract position as Special Program Coordinator. Reporting to the Chief Administrative Officer/Clerk, the successful candidate will coordinate The Seniors Active Living Centre (SALC) program and other municipal projects. A full job description is available upon request.

Key Responsibilities

- Coordinate the day-to-day operations and delivery of SALC programs and services.
- Coordinate assigned projects, including research, scheduling, progress tracking, and collaboration with municipal departments, community organizations, and external partners.
- Support community engagement initiatives by coordinating public consultations, presentations, surveys, promotional activities, and community events.
- Build and maintain positive relationships with residents, businesses, community organizations, funding agencies, and other stakeholders.
- Prepare reports, correspondence, presentations, promotional materials, public notices, and other communications.
- Support municipal initiatives, community events, economic development activities and partnership opportunities, including occasional evening or weekend attendance as required.
- Maintain accurate project files, contact lists, electronic records and supporting documentation while protecting confidential and personal information.
- Performs other duties as assigned.

Qualifications

- Post-secondary education in community development, event management or in a related field or relevant experience in a similar role.
- A minimum of two years of related administrative or project-coordination experience.
- Strong proficiency in Microsoft 365 applications, with experience creating professional visual communications and promotional materials using Canva.
- Strong keyboarding, minute-taking, proofreading, organizational and records-management skills.
- Excellent customer-service and communication skills, sound judgment, discretion and the ability to manage confidential information and competing deadlines.
- Valid Class G driver's licence and access to reliable transportation may be required.
- Standard First Aid and CPR certification is considered an asset. Candidates who do not hold current certification must be willing to obtain it upon hire.
- The ability to communicate effectively in both French and English is required.



Why Join Our Team?

The Municipality of Markstay-Warren offers a collaborative and supportive workplace where employees contribute to delivering quality municipal services to the community. This position provides opportunities for professional growth while offering competitive wages and benefits in accordance with the current Collective Agreement.

How to Apply

Qualified candidates are invited to submit a cover letter and resume no later than **4:00 p.m. on August 14, 2026** to:

Marc Serre, Chief Administrative Officer/Clerk

Municipality of Markstay-Warren

P.O. Box 79

21 Main Street South

Markstay, ON P0M 2G0

Email: hr@markstay-warren.ca

The Municipality of Markstay-Warren is an equal opportunity employer committed to fostering an inclusive workplace. Accommodations are available throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants requiring accommodation are encouraged to advise the Municipality when contacted.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.