



## Student – Planning Administrative Assistant

Summer 2025

Competition #2025-06

The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. We have a multitude of inland lakes, are a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. Steeped in history, our cultural roots are an important part of our community.

The Township has a permanent resident population of approximately 3,500 and an additional seasonal population of around 17,500. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, Parry Sound, and surrounding areas. Read our [Community Profile](#) to learn more about the Township.

**Overview:** We are looking for a Planning Administrative Assistant to join our team from May – September 2025. Reporting to the Manager of Planning, this role will assist with providing administrative support to the Planning department. The successful candidate will serve as a first point of contact for the public regarding Planning inquiries.

### **Duties include but are not limited to:**

- Answer public inquiries related to the Planning department in person, over the phone, and via email. Assist customers with the completion of forms and applications.
- Prepare various pieces of correspondence and communication on behalf of the Planning department.
- Support special planning projects.
- Records Management which involves filing and classifying documents using The Ontario Municipal Records Management System (TOMRMS).
- Assist with arranging meetings and handling other administrative duties.

### **Knowledge/experience:**

- Currently enrolled or recently graduated from a post-secondary education program, preferably Planning or a related field of study.
- Excellent public relations and interpersonal skills to deal courteously and effectively with members of the public.
- Computer skills including proficiency with Microsoft Office Suite. Experience with GIS would be an asset.
- Good organizational and time management skills, with a high level of attention to detail.

**Wage rate:** \$19.20 per hour, based on a 35-hour workweek, Monday to Friday. This temporary position will run from May 12<sup>th</sup> to August 29<sup>th</sup>, 2025.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on January 17<sup>th</sup>, 2025**, to the Human Resources Department by email [jobs@gbtownship.ca](mailto:jobs@gbtownship.ca)

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.