



TOWNSHIP OF RYERSON

Employment Opportunity – Administrative Intern

The Township of Ryerson is seeking a personable, versatile individual to fill an Administrative Intern position, who will assist the municipality in efficiently delivering services that will facilitate the growth, resilience, and sustainability of the community. This is an entry-level position; previous municipal experience is not expected.

This role is part of the Township's succession plan. The Administrative Intern will be introduced to all aspects of municipal administration, including land use planning, finance, and clerical functions. The successful candidate will be trained to progress into the Deputy Clerk-Treasurer role.

This is a full-time (37.5 hours per week) position, under a one-year contract. Subject to job performance, it is expected that the successful candidate will be offered permanent employment after the contract period has expired. The starting salary for the position is \$24.26 per hour (under review).

A detailed job description is available on the municipal website.

Interested applicants are invited to submit a cover letter and detailed resume

by 4:00 p.m. Friday January 14, 2022 to:

Judy Kosowan, CAO/Clerk
28 Midlothian Rd.
Burks Falls, Ontario P0A 1C0
clerk@ryersontownship.ca

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program.

Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>



We thank all applicants and advise that only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used for the purpose of candidate selection. The Township of Ryerson is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.