



Township of South Stormont Employment Opportunity

Position: Corporate Services Student (1)
Department: Corporate Services
Reporting To: Deputy Clerk
Work Hours: 35+/- hours per week
Duration: Up to 18 weeks, May 5, 2025, to August 29, 2025
Hourly Rate: Currently under review.
2024 hourly rate was \$17.40 - \$18.87 based on year of post-secondary study.

The Township of South Stormont is a diverse mix of rural and small urban communities in Eastern Ontario. Home to over 13,000 residents, the Township's unique history and location on the shores of the St. Lawrence Seaway offers a host of activities and lifestyle opportunities.

JOB SUMMARY:

Under the general supervision of Deputy Clerk, the Corporate Services Student will provide administrative support relative to operations and will become an integral part of South Stormont's customer service, operational and administrative functions.

PRIMARY DUTIES:

Duties will include customer service/reception, policy research and overall support to the Corporate Services Department. This may include participation in community engagement, electoral voters list and municipal elections preparations and records management policy and training research. The candidate will also be assisting in scanning and integrating paper files with the Township's IT systems.

QUALIFICATIONS:

- Good knowledge of the Township of South Stormont.
- Well-developed verbal and written communication skill.
- Excellent keyboarding and computer skills along with a working knowledge of Word, Excel and Outlook and SharePoint software.
- Demonstrated positive and professional demeanor.

EMPLOYMENT REQUIREMENTS:

- Applicants must be a recent graduate or be currently enrolled for September 2025 at a recognized post-secondary institution.
- Reliable transportation
- Understanding of the Occupational Health & Safety Act and safe working practices.

- Professional demeanor, tact and diplomacy.

Qualified persons are invited to submit their resume and cover letter to Ms. Shelby Martel-Lavigne, HR Coordinator, through the online application process.

For more details and to apply online, please visit the Careers page of our website at www.southstormont.ca/careers.

Applications will be accepted until February 28, 2025.

The Township of South Stormont is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Ontario Human Rights Code and applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at jobs@southstormont.ca. Personal information collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.