

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2025-08 ADMINISTRATION CO-OP PLACEMENT (Summer 2025)

The Town of Hanover is offering summer employment for a dynamic, detail-oriented individual who has a passion to learn about many areas of municipal administration.

The position offers flexibility in the term of placement and hours of work per week.

Reporting to the Administrative Assistant/Deputy Clerk, responsibilities include but are not limited to:

- Providing confidential administrative and clerical support to various departments, including Clerks, Economic Development, Human Resources, Finance, Public Works and Building/Planning.
- Supporting the development, implementation and maintenance of marketing, website, and social media content.
- Assisting with archival/filing and digitizing projects using a prescribed set of rules for tracking, storage, retrieval, archival, and destruction of physical and electronic files.
- Supporting the coordination and facilitation of promotions, events, and Economic, Tourism and Cultural Development initiatives.
- Working collaboratively, safely, and in accordance with legislation and Town policies, procedures and guidelines.

Knowledge, Skills & Experience

- Enrolment in a post-secondary Business, Communication, Marketing, Administration, or related program is an asset
- Experience with administrative and clerical functions is an asset
- Attention to detail, tact, and ability to maintain strict confidentiality is essential
- Technological ability to function within Microsoft Office applications is required
- Working knowledge of website maintenance, Canva, and social media platforms is an asset
- Must be service-oriented with effective communication, analytical, problem-solving, and time management skills
- Must be willing and able to work occasional evenings and/or weekends to support corporate initiatives and functions, as required

Remuneration as per the current Town of Hanover Salary Grid, Grade 3.

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2025-08 by 4:00pm on Friday, February 7, 2025 to:

Town of Hanover
341 10th Street, Hanover ON N4N 1P5
t 519.364.2780 | f 519.364.6456
hr@hanover.ca

Posting #2025-08
Issued: January 17, 2024
Internal & External



**EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER
POSTING #2025-08 ADMINISTRATION CO-OP PLACEMENT (Summer 2025)**

The Town of Hanover is an equal opportunity employer that values diversity. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Job Description

Prepared: October 2023

Reviewed By: Clerks, EDC, HR, Finance

Position Title:	Administration Co-op Student
Department:	Administration
Reports To:	Administrative Assistant/Deputy Clerk
Supervises:	Directly: None Indirectly: None
Position Status:	Fixed-Term Contract
Location:	Civic Centre, 341 10 th Street
Pay Method:	Hourly
Normal Work Week:	28 to 35 hours per week
Management Status:	Non-management, non-supervisory
Remote Work Eligibility:	Rare

Position Summary

The Administration Co-op Student is responsible for providing administrative and clerical support to a number of administrative areas including Clerks, Economic Development, Human Resources, Finance, Public Works and Building/Planning.

Duties and Responsibilities

Operations

- a) Provide confidential administrative and clerical support for departments including Clerks, Economic Development, Human Resources, Finance, Public Works and Building/Planning.
- b) Prepare and organize spreadsheets and correspondence, perform data entry and word processing, and create a variety of documents.
- c) Assist in quality assurance and accessibility maintenance of documents, processes and the municipal website.
- d) Supports the development, implementation and maintenance of content for use in marketing materials, the municipal website, social media platforms including Twitter, Facebook and Instagram.
- e) Assist with small or large scale archival/filing projects by carefully following a prescribed set of rules for the tracking, storage, retrieval, archival and destruction of physical and electronic files.
- f) Copy, scan, digitize and organize a variety of files and records in accordance record retention and confidentiality requirements

- g) Collect, organize, review and verify information/data through review of files, reports and other means.
- h) Conduct research, perform analysis, input data and generate reports related to a range of functions.
- i) Support in the coordination and facilitation of promotions and events.
- j) Support ongoing initiatives for Economic, Tourism and Cultural Development.
- k) Assist in the processing of outgoing mail and courier shipments.
- l) Plan, organize, prioritize, coordinate and manage assigned work.

Spending, Budgets & Internal Control

- a) Maintains strict confidentiality in accordance with corporation policies and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- b) Responsible for administrative compliance including filing, storage, retrieval, and ensuring protection and preservation of permanent official records.

Health & Safety

- a) All employees have the responsibility to work in a safe manner and report any health, safety or environmental concern to their manager or supervisor in a timely manner. Employee responsibilities for Health, Safety and Environment include:
 - Work in compliance with organizational health, safety and environmental procedures.
 - Report any unsafe conditions or unsafe acts.
 - Ensure that the required protective equipment is used for the assigned tasks.
 - Attend all required health, safety and environmental training.
 - Report any accidents/incidents to supervisor.
 - Assist in investigating accidents/incidents.
 - Refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Other

- a) Performs all other duties and responsibilities as assigned.

Education, Skills and Experience

Education/Training/Certifications/Licences:

- Enrolment in a post-secondary Business, Communication, Marketing, Administration, or related program is an asset

Experience:

- Experience or familiarity with office administration, municipal or public operations is an asset
- Experience with record management, filing and formal retention systems is an asset
- Familiarity with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is an asset

Skills and Abilities:

- Proficient ability to understand the importance of and maintain strict confidentiality
- Demonstrated technological ability to function within Microsoft Office applications including Word, Excel and Outlook, as well as various databases
- Working knowledge of website maintenance, Canva, and social media platforms (Facebook, Twitter, Instagram) is an asset
- Superior interpersonal skills with the drive to work collaboratively within a multi-disciplinary team
- Self-motivated to take initiative and execute tasks independently
- Excellent attention to detail, planning, time management and organization skills
- Strong and tactful customer service, interpersonal, verbal and written communication skills
- Existing knowledge of points of interest and businesses within the Town of Hanover and surrounding region is an asset
- Must be willing and able to work occasional evenings and weekends to support corporate initiatives and functions, as required

Physical Demands and Working Conditions

- Work is typically performed in a standard office setting and requires extensive computer work concentration and sitting. Work involves occasional interruptions.
- Work is typically performed during the daytime on weekdays but may include occasional evenings or weekends.

Contacts

Internal: Administrative Assistant/Deputy Clerk (daily)
 Economic Development Manager (daily)
 Deputy Treasurer/Tax Collector (daily)
 Human Resources Manager (daily)
 Administration & Clerical Staff (daily)

External: General Public (daily)

Public Relations: None

Review/Approval

Current Incumbent(s):		Date:
Department Head:		Date:
CAO:		Date: