

Student Opportunity - Downtown Revitalization Assistant

Job Description:

- Working under the direction of the Project Manager, Downtown Revitalization the individual will be responsible conducting research, engaging with stakeholders and preparing reports and presentation that will assist with the advancement of the Downtown Revitalization Strategic Plan and Action Plan for the Township of Uxbridge.
- Their primary role will be to provide administrative support to the Project Manager and the Downtown Revitalization Advisory Committee. In addition to administrative duties, they will also provide direct service to the public, responding to enquiries related to the downtown revitalization project, either in-person or via email.
- As needed, they may support the drafting of reports to Council through research, preparation of graphics, supporting documentation etc.
- The role requires that they maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Anticipated start date:

- This is a contract position commencing May 12, 2025, and expiration date of August 29, 2025. The ideal candidate will receive a pay rate of \$17.50 per hour, based on 35 hours/week.

Supervision

- The Project Manager, Downtown Revitalization will provide supervision for this position.

Training:

- The individual will be provided with mentoring / training for the position. The training will evolve from basic information pertaining to the administrative functions during the first few weeks, to more task specific training related to the functions they are asked to perform.

Education:

- Preference will be given to individuals currently enrolled in a post-secondary diploma or degree program in Geography, Urban Planning or Business.

Skills & Experience:

- Experience in gathering and analyzing information.
- Experience in providing services in a client service environment, which involves exchanging and explaining information in-person, by phone and / or email and responding to questions.
- Experience in using the following computer software: word processing, spreadsheets, internet navigation, and e-mail.

Applicants must be eligible to work in Canada.

Applicants should submit a detailed resume to Judy Risebrough, Project Manager at jrisebrough@uxbridge.ca

Resumes will be accepted until February 21st, 2025, at 4:30 p.m.

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

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities.

When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.