



Better Natured.

Corporation of the Township of Manitouwadge
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manitouwadge.ca

Job Posting
Director of Community Services
Full Time, 40 hours per week

The Township of Manitouwadge is located in the heart of the Boreal forest with the Canadian Shield as our backdrop. Located in Northern Ontario, halfway between Sault Ste. Marie and Thunder Bay, the community is a location for year-round outdoor adventure. Our full-service community is seeking a dynamic and experienced individual to assist Council and Administration with achieving its vision to be a trusting, secure, affordable, healthy and spirited community of opportunity. As such, the Township is keen to recruit a dynamic **Director of Community Services** to assist the Township in achieving this vision.

Reporting to the Chief Administrative Officer, the Director of Community Services is accountable for providing expert advice, support, development, delivery and oversight of community programming and recreation facilities and services to support the Township of Manitouwadge in alignment with Council's Strategic Plan for 2021-2025.

Qualifications/Skills:

- Four-year university degree in Tourism, Recreation, Marketing, Communications, Business Administration, Commerce or the equivalent;
- Project Management Certification, an asset;
- Minimum 5 years progressively responsible and relevant experience with a minimum 2-3 years supervisory experience or a combination of training, education and experience;
- Knowledge of relevant federal and provincial funding sources and demonstrated grant writing experience is required;
- Experience in the broader public sector and in a unionized environment is an asset;
- Advanced skills in Microsoft Office (Word, Excel, PowerPoint, Outlook) and Social Media Platforms;
- Superior organization, time management and planning skills;
- Strong decision making skills;
- Ability to leverage technology to optimize customer service, improve individual and departmental performance and support strategic decision making.

Hours of Work: 40 hours per week.

Salary: To commensurate with experience. The Township offers a highly attractive compensation package including competitive salary, excellent benefits, learning and development opportunities as well as a great work environment.

How to apply:

Please mail or email a cover letter and detailed resume outlining how your qualifications and skills meet the requirements of the position to:

Florence MacLean, Chief Administrative Officer
Township of Manitouwadge
1 Mississauga Drive, PO Box 910
Manitouwadge, ON P0T 2C0
cao@manitouwadge.ca

Applications will be accepted at until **2:00 p.m. on Friday, January 20, 2023.**

We thank all applicants who apply for this position, but only candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, .S.O. 2001, c. 25 and will only be used for candidate selection.

The Township of Manitouwadge is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Clerk's Department at clerk@manitouwadge.ca if you require assistance.