

# Legislative Services Coordinator

## 18 Month Contract

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the 18 Month Contract Legislative Services Coordinator position. We look forward to your application!

### Core Responsibilities

* Reporting to the Director of Legislative Services/Clerk the Legislative Services Coordinator is responsible for providing support and coordination of administrative duties for Council appointed Committees and Boards.
* Prepare General Committee and Council agendas, motions, reports, bylaw and minutes in iCompass as required. Follow up correspondence from Council and Committee meetings.
* iCompass administration for staff
* Attend and participate in Council and Committee of the Whole meetings and provide technical support to the Clerk and Deputy Clerk. Including, but not limited to, running and setting up all electronic meetings.
* Attend meetings with special interest groups, community consultations, professional network tables and other meetings as required.
* Ensure the correct information/documentation is provided/received for all citizen appointments to Committees and Boards.
* Responsible for maintaining a list of appointed members to the Committees, Local Boards and Agencies, ensuring noted vacancies are filled in accordance with Council Policy.
* Assist with general election tasks.
* Manage and maintain the Legislative Services section of the Township website.
* Assist with the organizing the inaugural meeting for newly elected council in co-ordination with the Director of Legislative Services/Clerk or the CAO.

### Experience

* Three (3) years of community college/university
* Five (5) years’ Municipal experience
* Proficiency in Microsoft applications
* Understanding of municipal government processes, laws, and regulations.
* Experience in the election process
* Experience with meeting management software (iCompass)

### Qualifications & Skills

* Strong verbal and written communication abilities for preparing reports, presentations, and correspondence with elected officials, staff, and the public.
* Experience with public speaking and facilitating meetings with diverse stakeholders.
* AMCTO Municipal Administration Program considered an asset.
* Meticulous in reviewing documents, policies, and legal materials to ensure accuracy and compliance with regulations.
* Must have working knowledge of MS Office (Word, Outlook, Excel, Power Point)
* A valid Ontario Driver’s License is required, and applicants will be required to submit a Criminal Reference Check to pass their probationary period.

### Salary

$35.68 - $41.74 / hour

### Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled **"Contract Legislative Services Coordinator"** addressed to Brittany Wilson, CHRP, Manager of HR/H&S and submit to hr@ramara.ca . Please be advised, this posting will remain open **until March 12, 2025**, at 4:30 p.m.