



## Job Posting

### Legislative Services Administrative Assistant (15-month Contract)

The **Township of Douro-Dummer** is a community offering outstanding lifestyle options and is comprised of small and large businesses, farmlands, beautiful lakes and rivers, parks, walking trails, and recreational opportunities.

The Township of Douro-Dummer has a temporary position for a **Legislative Services Administrative Assistant** to join the Clerk's Department team for a 15-month contract. This position will provide administrative support to the Clerk's Department, with a focus on Council, municipal elections, records management and legislative related functions. This position may also provide administrative support to other senior managers and municipal staff, as needed.

Applicants will have a post-secondary education in an Administrative or Politics related field or equivalent work experience. Successful participation or completion of the Municipal Administrative Program is preferred. Advanced proficiency with the Microsoft Suite of programs is required and the ability to work with related software such as Abode and cloud-based data programs would be an asset. Applicants will have strong written communication, customer service, and organizational skills.

The salary range for this position is \$29.41 - \$34.59 per hour (34.5-hour work week) and the successful candidate is eligible to enrol in OMERS Pension Plan.

Candidates are invited to visit our website to view a more detailed job description for this role. Qualified applicants are encouraged to submit their application to [hr@dourodummer.ca](mailto:hr@dourodummer.ca). Applications must be clearly marked "Legislative Services Administrative Assistant" and will be received in confidence no later than **Tuesday, May 5, 2026, at 4:30 p.m.**

*The Township of Douro-Dummer is an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the Township's goods, services and facilities. If contacted for an employment opportunity, please advise the Township office if you require an accommodation.*

*The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.*