

Council/Committee Coordinator

(Job # 2025-100-IE)

Department:	Corporate Services
Status:	Full Time, Temporary (Up to 18 months)
Date Posted:	October 31, 2025
Date Closing:	November 14, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$43.51 - \$52.93 per hour
Flexible Working Arrangements:	Yes
Vacancy Reason:	Temporary Replacement

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, EAP and flexible work arrangements, to help you prioritize what matters most.

Join a dynamic municipal team where your expertise in legislative services and minute-taking directly supports transparent governance and community engagement. As Council/Committee Coordinator, you'll play a pivotal role in facilitating decision-making processes, working in a fast-paced, detail-oriented environment.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Reporting to the Manager of Legislative Services/Deputy Clerk, the Council/Committee Coordinator is responsible for assembling agendas, attending meetings, recording and preparing minutes, preparing by-laws and follow up correspondences for Council, Public Planning, and Advisory Committee meetings. This position also provides legislative support to Council, staff, and the public.

Qualifications and Requirements:

- Minimum three (3) years of working experience in minute taking preparation and record management functions; experience with Municipal Council/Committee agenda and minutes preferred.
- Post-secondary diploma or degree in Public Administration, Local Government, Legal, Business Administration or related discipline.
- Completion of the AMCTO Municipal Administration Program (MAP) or Parliamentary Procedures courses is an asset.
- Thorough knowledge of municipal and applicable provincial legislation and regulations such as the Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Excellent grammar, spelling, attention to detail, organizational, interpersonal, and speedwriting skills.

- Ability to prioritize work and to work under pressure to meet deadlines; ability to exercise discretion and judgement particularly when handling confidential/sensitive information.
- Ability to deal effectively with Mayor, Members of Council, all levels of staff, various levels of government and the public in a professional manner.
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint, SharePoint) and Adobe. Experience with eScribe is preferred.
- Availability to work flexible hours and/or shifts to accommodate evening meetings and peak periods/deadlines.

How to apply:

Please forward your resume in confidence by **November 14, 2025, at 4:00 p.m.**, identifying **Job # 2025-100-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.