



The Municipality of South Bruce Community Liaison Committee Project Coordinator Position

The Municipality of South Bruce is seeking an administrative professional with excellent customer service skills to fill a Full Time 2 year contract position as the Project Coordinator for the Community Liaison Committee. This position will provide administrative support to the South Bruce Community Liaison Committee, which is a committee of Council established to engage, educate, and listen to the community of South Bruce regarding the Nuclear Waste Management Organization's Site Selection Process. This position will also provide administrative support to the South Bruce Nuclear Exploration Team. The ideal candidate will be organized and detail oriented with strong public relations skills and the ability to act with tact and diplomacy in complex and potentially controversial situations.

Minimum Qualifications:

- Post-secondary education in Business, Communications, Economic Development or Municipal Administration
- Excellent verbal and written communication skills, including presentation skills
- Strong public relations, interpersonal and organizational skills
- Excellent computer skills, including proficiency in Microsoft Office
- Knowledge and experience with Municipal policies, procedures and processes an asset
- Experience working in collaborative environment with a variety of stakeholders

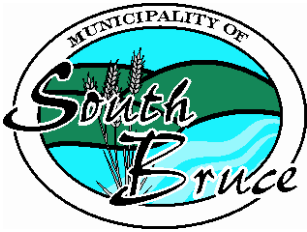
A complete job description can be found below.

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00 noon on Monday, November 21, 2022 to:**

Municipality of South Bruce
Attn: Rhonda Niesen
21 Gordon Street E
P.O. Box 540
Teeswater, ON N0G 2S0

Resumes may also be forwarded to rniesen@southbruce.ca in either Word or Adobe format.

We thank all applicants in advance, but regret that only those selected for interviews will be contacted. Personal information contained in applications will be used for recruitment purposes and collected in accordance with the Municipal Act. The Corporation of the Municipality of South Bruce is committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.



POSITION DESCRIPTION

Community Liaison Committee Project Coordinator

POSITION TITLE:	Community Liaison Committee Project Coordinator
DEPARTMENT:	Administration
GROUP:	Value Group 6 - \$49,610 to \$59,059
SUPERVISOR:	Direct Reporting to Project Manager, Dave Rushton

POSITION SUMMARY

Under the direction of the Project Manager, performs a variety of complex administrative duties requiring a thorough knowledge of organizational procedures and precedents, provides clerical assistance to provide administrative support to the South Bruce Community Liaison Committee (SBCLC).

GENERAL DUTIES/RESPONSIBILITIES:

- Serve as the main point of contact between the South Bruce Community Liaison Committee (SBCLC/CLC), Nuclear Waste Management Organization (NWMO) and third-party organizations.
- Prepare the agenda and supporting materials for the CLC meetings in conjunction with the Project Manager, and ensure notice of each meeting is provided by posting of the agenda.
- Act as the SBCLC Secretary, recording all minutes, including decisions made by the SBCLC along with the time, place, and date of each meeting held by the Committee.
- Complete any tasks as approved by way of motion, including those pertaining to the Early Investments in Education and Skills (EIES) fund.
- Prepare and remit to the Deputy Clerk, in a timely manner, the minutes of each meeting in order that they may be placed on the Council agenda for review, and assist in Quarterly Reporting to Council on behalf of the CLC.
- Attend and present reports at all after hours SBCLC meetings and Council meetings as required.
- Write, prepare, edit, and file reports, forms, memos, advertisements, contracts, directories, resource materials, website content and other correspondence.
- Coordinate and assist with any events in the community related to the NWMO site selection process for South Bruce such as public meetings, open houses, speaker presentations, site tours, etc.
- Support the planning and execution of #NextGenNetwork Events and other youth focused events.

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- Coordinate meetings on behalf of the Nuclear Exploration Team.
 - Coordinate and assist with planning and implementing training sessions, presentations, briefings/visits to community and school groups, etc.
 - Collaborate with the South Bruce Nuclear Exploration Team and NWMO to develop and deliver presentations related to the participation of South Bruce in the NWMO site selection process.
 - Determine priorities and route correspondence for the SBCLC and then collect, organize, and prepare information for inclusion in reports for the SBCLC.
 - Organize, maintain and coordinate SBCLC records and files in their proper locations, locate filed materials upon request, ensuring the materials are given only to authorized user, and returned to the appropriate file.
 - Schedule appointments for CLC, maintain the CLC calendar, and book venues for CLC meetings/events.
 - Assist the Communications and Public Relations Officer with Project related pages on the Municipal website and help with the preparation, production coordination and distribution of newsletters and other publications as required.
 - Ensure compliance with the SBCLC Terms of Reference and Procedural By-laws.
 - Collaborate with the South Bruce Nuclear Exploration Team, NWMO, CLC and Council on proactively identifying and planning engagement activities related to the participation of South Bruce in the NWMO site selection process.
 - Perform other duties as assigned.

KNOWLEDGE AND SKILL:

- Good written and oral communication skills.
- Experience interacting with the public in a reception/orientation capacity. Experience in anticipating/meeting public needs, resolving complaints, anticipating/detecting incidents and finding solutions.
- Sound working knowledge of Microsoft Office suite, Excel, Power Point graphic design and web page software.
- Excellent typing and keyboarding skills.
- Ability to deal with sensitive, confidential and/or potentially controversial subject matter in a tactful way.
- Experience with effectively engaging with a variety of stakeholder groups including Municipal representatives, Council, Corporate Executives, regulatory bodies, community groups etc.

QUALIFICATIONS:

- Post-secondary education in Business, Communications, Economic Development or Municipal Administration.
- A.M.C.T.O.'s MAP certificate is desirable or one-year administrative experience preferably in a municipal environment.
- Excellent verbal and written communication skills in order to provide accurate information in a pleasant and effective manner.

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- Strong public relations, interpersonal and organizational skills.
 - Knowledge and experience with Municipal policies, procedures and processes.
 - Experience working in collaborative environment with a variety of stakeholders.

CONDITIONS OF EMPLOYMENT – Normal working hours will be required for five days a week working out of the Municipal Office in Teeswater. This position will require work to be completed outside and beyond the normal hours of work to accommodate CLC meetings, #NextGenNetwork Events, and other engagement activities.

Incumbent must deal tactfully with residents, Council members and suppliers.

Prepared By: D. Rushton
Effective Date: November 7, 2022

Approved By: L. Martin
Supersedes Date: April 19, 2021