



The TOWNSHIP of  
**NORTH DUMFRIES**

## **SUMMER EMPLOYMENT OPPORTUNITY HERITAGE PLANNING ASSISTANT**

The Township of North Dumfries is seeking applications from qualified, interested and motivated candidates for the position of a Heritage Planning Assistant.

The Township of North Dumfries is located in the heart of south-western Ontario. North Dumfries' ideal location and proximity to large economic centers along Hwy 401 within Waterloo Region makes it the destination to work, live, and play. This rural community offers a great quality of life for those seeking to enjoy its quaint settlements, rolling countryside and extensive natural features. The Township is poised for growth over the next 15-year period by accommodating a forecast of an additional 6,000 residents and 2,300 employment positions.

Reporting directly to the Township's Planner, the incumbent will conduct research of heritage properties of interest, update the register and assist the Heritage Advisory Committee and the North Dumfries Historical Preservation Society.

A complete Job Description is provided below. The Township has made application to the Federal and Provincial Government under the Summer Jobs – 2020 program. As such, applicants must satisfy the eligibility requirements of this program.

The position contemplates a regular work week, Monday to Friday, 8:30 am to 4:30 pm, with occasional after hours work requirements associated with the attendance at Council/Committee meetings. The position offers a maximum of 16 weeks of employment. The wage is \$17.46 per hour, 35 hours per week.

This summer placement provides students with opportunities to obtain valuable work experience, gain transferable skills, and build professional networks. To explore this challenging opportunity further, qualified applicants are invited to submit a confidential cover letter and resume before 12 noon on

**Monday March 30<sup>th</sup>** to the Township Municipal Offices  
**Attention: Melinda Culp, Development Services, [mculp@northdumfries.ca](mailto:mculp@northdumfries.ca)**

If you need an accessible format, please email [mail@northdumfries.ca](mailto:mail@northdumfries.ca) or call (519) 632-8800. The Township of North Dumfries is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of candidates will be addressed confidentially.

We thank all candidates for their interest, however, only those applicants selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for candidate selection.