

Administrative and Project Coordinator (Job # 2025-063-IE)

Department:	Development Services
Status:	Full Time, Permanent
Date Posted:	June 23, 2025
Date Closing:	July 7, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$73,957 - \$89,982 per year
Flexible Working Arrangements:	Yes
Vacancy Reason:	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, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

Step into a pivotal role at the center of the Town's municipal operations. In this fast-paced, high-impact position, you'll manage executive-level communications, coordinate complex schedules, and support key planning and development initiatives that shape the community. You'll thrive in a collaborative, close-knit team that values adaptability, professionalism, and shared success—where no two days are the same and every contribution matters. If you're a proactive, detail-oriented problem-solver who enjoys being connected to the bigger picture, this is your opportunity to make a meaningful difference.

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:

The Administrative and Project Coordinator is responsible for providing administrative support, project management & program coordination, and confidential services to the Commissioner of Development Services by providing a wide variety of responsible, complex, and confidential administrative, issue management, analytical and research duties, as well as special projects.

Responsible for the planning, coordination and reporting on various Development Services projects by applying project management methodologies and supporting the analysis, evaluation and implementation of project plans and activities. Manages and supports commission project teams and work closely and in collaboration with other departments, divisions, working groups and senior department staff.

Responsible for maintaining efficient operations of the department including compiling and preparing correspondence; documents, reports, etc., establishing and maintaining department filing systems, monitoring the administrative budget; maintaining departmental attendance and activity records. Exercises sound judgment to resolve matters which may be political and sensitive in nature.

Coordinates the commissioner's schedule and staff meetings; training; research and compiles background information; arranges internal and external meetings and appointments; takes formal minutes at meetings; maintains office

administration and records management processes and procedures; responds to and/or redirects inquiries/communications; and completes special projects, as assigned. Ensures staff are adhering to report scheduling deadlines, and reviews all Council reports, updating and tracking all information/approvals/follow-ups from the minutes; informing the Commissioner of any potential problems and/or sensitive issues that may affect the Commission/Corporation; manages full-time Development Services staff confidential personnel information relating to performance reviews, lieu, vacation, over-time, and sick time and liaising with the Human Resources (HR) Department on HR policies and procedures; assistance with the preparation of the Annual Capital and Operating Budget and monthly monitoring/tracking of all Development Services Department expenditures and revenues; processing of all Commission accounts payables; assistance with tender/request for proposal preparation and administration in compliance with the Town's Procurement Policy; participating in project teams as assigned, overseeing general commission records management.

Qualifications and Requirements:

- University Degree in Public Administration, Business Administration, Communications, related discipline, or equivalent experience.
- Minimum of three to five years of related experience.
- Demonstrated experience with project coordination, research, planning, executing, and reporting on complex, multidisciplinary projects in a municipal environment.
- Successful track record in coordinating effective project teams and developing collaborative internal and external business relationships.
- Ability to deal effectively with all levels of the organization, including elected officials, consultants, contractors, community groups and the public while exercising strong relationship and conflict resolution skills.
- Demonstrated experience in organizing meetings, including preparation of agendas, taking minutes, documentation, and circulation of reference materials with attention to details and accuracy.
- Excellent oral, presentation and written communication skills including drafting correspondence, presentation, media items and reports with ability to effectively communicate information to a variety of audiences.
- Excellent interpersonal, organizational, problem solving and analytical skills; couple with the ability to prioritize activities to successfully meet deadlines.
- Thorough working knowledge of Microsoft Office applications with proficient and accurate keyboarding skills.
- Knowledge of applicable legislation, bylaws and the ability to interpret legislation such as Accessibility for Ontarians with Disability Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Occupational Health and Safety Act, Employment Standards Act.
- Availability to work flexible hours as may be required.
- Class G Driver's License, in good standing and a reliable vehicle to use on corporate business.

How to apply:

Please forward your resume in confidence by **July 7, 2025, at 4:00 p.m.**, identifying **Job # 2025-063-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.