



## Fire & Emergency Services Summer Student (Job # 2024-044-IE)

<b>Department:</b>	Fire & Emergency Services
<b>Status:</b>	Full Time, Temporary (4-month contract)
<b>Date Posted:</b>	April 23, 2024
<b>Date Closing:</b>	<b>May 7, 2024, 4:30 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week (May-August)
<b>Salary:</b>	\$17.95 - \$20.19
<b>Flexible Working Arrangements:</b>	Not applicable (In office 100% of the time)

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### WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight-knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

Whitchurch-Stouffville Fire & Emergency Services (WSFES) mission statement is *"Proudly Protecting People & Property Through Public Education, Fire Prevention & Emergency Response."* WSFES consists of a dedicated and professional team of career and volunteer staff operating out of two fire stations within the community. Our top priority is maintaining a fire safe community.

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 Fire & Emergency Services Summer Student will be a member of the Fire & Emergency Services Team and support senior management on a wide variety of complex administrative duties. Key responsibilities include planning, directing, coordinating, and reviewing assigned activities, administrative programs, and functions, including data management and reporting, accounts payable, accounts receivable. First point of contact for internal and external customer service, reviews and evaluates work products, methods and procedures. Liaising with inside/outside contacts on behalf of the Fire Chief. Ensuring file/information security on confidential matters. Creating/typing/formatting reports, presentations, correspondence. Facilitate prompt attention to telephone/visitor/email inquiries and complaints. Serves as an Assistant to the Fire Chief/Community Emergency Management Coordinator (CEMC). Participating on project teams as assigned, championing the vision, mission and strategic direction of the department and corporation, and modeling professional, corporate and Character Community values.

### Qualifications and Requirements:

- Must be enrolled in a post-secondary program immediately before and after this placement
- Working towards a Fire Protection Engineering or Business Administration Diploma/Degree, or equivalent.
- Knowledge of Microsoft Applications (i.e. Excel, Word, PowerPoint, etc.)
- Exceptional communication (verbal and written) and interpersonal skills.
- Good organization, project, and time management skills.
- Knowledge of fire prevention services is considered an asset.
- Ability to work independently as well as in a team environment and to prioritize and meet deadlines.



**How to apply:**

Please forward your resume in confidence by Tuesday May 7th, 2024, at **4:30 p.m.**, identifying **Job # 2024-044-IE** in the subject line to [hr@townofws.ca](mailto: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.**