



# TOWNSHIP OF BONNECHERE VALLEY

## Community Development Administrator

This is a 12-month contract position. Under the direction of the CAO, promote activities and events from community organizations and community development programs and services of the municipality. Perform routine and complex administrative work in planning, organizing, coordinating and administering a variety of events and festivals.

Under the direction of the CAO and Deputy CAO, perform reception, clerical and financial assistance to the Municipal Administration & Finance Department.

This position requires a self-motivated person with excellent organizational and problem-solving skills who will make every effort to maintain or exceed the present standards of the municipality.

### Qualifications:

- Good knowledge of office management, as normally acquired through a community college diploma or equivalent with two years related office management experience
- Working knowledge of computer software is essential
- Proven success in writing grant proposals would be considered an asset
- Previous experience in a Municipal Environment would be considered an asset
- Must be a self starter to work independently and capable of meeting time schedules or deadlines
- Strong interpersonal skills
- Must be bondable

Salary range \$56,435.27 to \$66,394.44

Completed job description available upon request.

**Applicant resumes and cover letters must be received by March 6, 2026.**

All interested candidates are to send a resume and cover letter by:

**Email:** [annetteg@eganville.com](mailto:annetteg@eganville.com)

-OR-

**Mail:** Annette Gilchrist, CAO

49 Bonnechere Street East, Box 100, Eganville, ON, K0J 1T0

Thank you for your interest. Only applicants considered for an interview will be contacted.