



**Corporation of the Town of Moosonee**  
P.O. Box 727, 5 First Street, Moosonee, Ontario P0L 1Y0 TEL.  
(705) 336-2993 FAX (705) 336-2426

**Title:** Administration and Planning Coordinator

**Department:** Community Infrastructure and Planning

**Reports To:** Manager of Community Infrastructure and Planning

**Date Created:** July 15, 2024

**Job Summary:**

The Administration and Planning Coordinator is a multifaceted role designed to provide administrative support across the Public Works, Planning, and potentially Building departments. This position was created to address the administrative needs of these departments and streamline communication and coordination efforts. The Coordinator will be responsible for various administrative tasks, facilitating communication between the public and town departments, and supporting the Public Works team with daily operations.

**Key Responsibilities:**

- Provide comprehensive administrative support to the Public Works, Planning, and Building departments.
- Manage incoming calls, emails, and correspondence, ensuring timely responses and follow-ups.
- Assist in preparing and processing purchase orders, invoices, and other financial documents.
- Maintain organized records and filing systems for efficient information retrieval.
- Relay information between departments, ensuring all parties are informed and up-to-date on relevant matters.
- Schedule and coordinate meetings, appointments, and events, preparing necessary materials and documentation.
- Assist the Planning department with administrative tasks related to zoning, land use, and development applications.
- Support the preparation and distribution of planning reports, agendas, and minutes for planning committee meetings.
- Provide administrative assistance to the Public Works team, including handling service requests and work orders.
- Monitor and manage inventory levels of office and maintenance supplies, placing orders as needed.
- Support the team in organizing and executing community infrastructure projects and initiatives.

**Requirements:**

- High school diploma or equivalent; post-secondary education in administration, planning, or a related field is an asset.
- Proven experience in an administrative or coordination role, preferably within a municipal or public sector environment.
- Strong organizational and multitasking skills, with the ability to prioritize tasks effectively.
- Excellent communication skills, both written and verbal, with a customer-service-oriented approach.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and familiarity with municipal management software.
- Ability to work independently and collaboratively in a team environment.

**Working Conditions:**

- This position is based in an office environment with occasional requirements to attend meetings or events outside regular office hours.
- The role may involve handling sensitive and confidential information, requiring discretion and professionalism.

**Working Relationships:**

- Reports directly to the Manager of Community Infrastructure and Planning.
- Collaborates with team members from Public Works, Planning, and Building departments.
- Interacts with the public, consultants, and external stakeholders.

**Application Process:**

Interested candidates should submit their resume and cover letter to: [trevorkeefe@moosonee.ca](mailto:trevorkeefe@moosonee.ca)

Resumes will be accepted until the position is no longer vacant.

**Additional Information:** In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. The Town of Moosonee is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an interview, please advise if you require accommodation.

*Note: We thank all candidates who apply but advise that only those persons selected for an interview will be contacted. Posted August 15, 2024*