

EMPLOYMENT OPPORTUNITY
The Smiths Falls Heritage House Requires (1) Contract Position
Special Projects Coordinator – 35 HOURS PER WEEK / 52 Weeks

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime waterfrontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

Reporting to the Museum Administrator, the successful candidate will be responsible for working with stakeholders and developing partnerships to reimagine museum services to reach the public in new, creative formats that will help the community's cultural services rebuild and recover from the impacts of COVID-19. They will develop fundraising initiatives, digital outreach, oversee promotions and evaluate project deliverables and community relevancy.

To be considered for this position, you must have at least 2-3 years related experience in project or cultural planning, strong interpersonal skills to build effective partnerships, exceptional communication skills and the ability to conceptualize creative plans; must have excellent organizational and time management skills. Fundraising experience would be considered an asset.

Additional qualifications include:

1. Completion of post-secondary education in a related field
2. Effective communication and presentation skills
3. Excellent computer skills including, but not limited to: advanced knowledge of Microsoft Office, the ability to adapt to emerging technology and digital collections
4. Consideration may be given to an equivalent combination of education and experience
5. Must be able to work independently as well as part of a team

A full job description can be found online by visiting: www.smithsfalls.ca/government/career-opportunities/

Qualified applicants are invited to submit their resumes by Friday, May 14, 2021, no later than 4:30 p.m., to Brenda Martineau, Human Resources Advisor, Town of Smiths Falls, via email at hr@smithsfalls.ca

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.

**This position made possible by funding from the Ontario Trillium Foundation
Resilient Communities Fund.**