



EMPLOYMENT OPPORTUNITY

Community Project Support Coordinator

The Municipality of the District of St. Mary's is dedicated to creating success and opportunity for its residents. We are seeking an individual with proven skills and capability in project management who is ready to assist with initiatives that will help realize the great potential of St. Mary's and its residents.

Key Responsibilities: Working under the direction of the CAO the Community Project Support Coordinator is a term position within the municipality that leads efforts in assisting with project management of various municipal initiatives to support communities within the Municipality. The main areas of focus are communication, tourism, economic development initiatives, climate change, emergency management and accessible recreation programs.

Hours and Working Conditions: This position is a 25-week term position, 35 hours per week. Key work location shall be the Municipal Office, 8296 Hwy 7, Sherbrooke, Nova Scotia.

Education and Qualifications:

1. Certificates in project management, tourism, business, marketing, economic development, or a related field of study, (or equivalent experience).
2. Experience and proven success in project management work.
3. Excellent communication, interpersonal and organizational skills with specific emphasis on business writing and business proposal writing skills.
4. Familiar with municipal government operations.

Salary: \$25 per hour plus 4% vacation plan, 35 hours per week, 25 weeks.

A complete job description is available on the municipal web page under the business tab/job opportunities at www.saint-marys.ca.

Applications Deadline: N/A, Until the position is filled.

Please forward applications including cover letter and resume to: By email. Attn: Chief Administrative Officer: doug.patterson@saint-marys.ca By mail. 8296 HWY 7, PO Box 296, Sherbrooke NS, B0J 3C0. We thank and appreciate all applicants. However, only applicants selected for an interview will be contacted.