



**JOB POSTING
MODERNIZATION PROJECTS INTERN
12 MONTH CONTRACT POSITION WITH POSSIBLE EXTENSION**

Tay Valley Township is seeking a temporary full-time Modernization Projects Intern. Reporting to the Acting CAO/Clerk or senior managers of various municipal departments the Intern will research, plan and oversee the implementation of various modernization projects, including but not limited to, online property tax look-up, asset management software, building department financial review (updating by-laws, policies, fees) and a records management policy and program. A detailed job description is available on the Township website under [Career Opportunities](#).

As the preferred candidate you will have attained a bachelor's university degree and/or three-year college diploma in a municipally relevant program of study, have work or volunteer experience that is related to the skills needed in municipal administration, and can provide three reference letters (work, educational or volunteer related). A strong understanding of local government administration, along with a strong desire to work in municipal management and administration is required, as well as experience working with community groups or involvement with volunteer community organizations and a demonstrated understanding of the importance of ethics in the public sector. High level knowledge and analysis capabilities, excellent communication skills, a strong work ethic and high level of responsibility and the ability to take initiative are essential, as well as excellent computer skills, including proficiency in Outlook, Word, Excel and PowerPoint.

The wage range is \$24.92 to \$27.69 (2022 rates) per hour, based on a 35-hour work week.

Qualified candidates are invited to submit a covering letter and resume clearly marked "**Modernization Projects Intern**", prior to 12:00 p.m. on February 25th, 2022, to:

Tay Valley Township
Attn: Acting CAO/Clerk
217 Harper Road
Perth, ON K7H 3C6
or e-mail: clerk@tayvalleytwp.ca

All new hires must be fully vaccinated against COVID-19 and must provide proof of vaccination or written attestation of a valid medical reason(s) or legal exemption under the Ontario Human Rights Code for not being fully vaccinated.

Tay Valley Township 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.