

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world-famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

## HYBRID RECORDS MANAGEMENT SUMMER STUDENT (April 28, 2025 to August 29, 2025)

<b>JOB ID:</b> C06-25	<b>LOCATION:</b> Remote & <a href="#">The Edelbrock Centre</a>
<b>JOB TYPE:</b> Temporary, Non-Union	<b>DEADLINE TO APPLY:</b> January 22, 2025 at 4:30 p.m.

Reporting to the Clerk, the Records Management Summer Student will be responsible for assisting with meeting management and record management.

### What we can offer YOU!

At Dufferin County we celebrate and recognize the strengths, talents, and contributions of all our employees. We believe that we all have the ability to impact change and make Dufferin County a place where everyone feels valued and appreciated.

- A competitive hourly wage of \$22.70 (Subject to Council approval)
- Eligible to enroll in OMERS pension plan
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- Access to Perkopolis; discount, reward and benefits program
- Work in a collaborative, dynamic, and high performing team
- Leaders who support your development through coaching and learning opportunities.

### What you'll do

- Assist Deputy Clerk with maintaining records management policies
  - Reorganization of the property files
  - Create training documents for staff on records management
- Assist in all areas of the Clerk's Division including meeting management, records management and events
- Assist with meeting management of all Committees of Council

### What you'll need to succeed

- Current enrollment in Records Information Management, Library Studies, Public Administration or related program at an accredited college or university
- Working knowledge of Microsoft Office
- Good interpersonal skills with the ability to communicate effectively; both oral and written
- Self-motivated with the ability to function independently and as part of a team
- Availability to work 35 hours per week with a typical work week being Monday through Friday.

This is a student position funded by Canada Summer Jobs program. To be considered for this position, all applicants must meet the following program eligibility criteria as required by Canada Summer Jobs. Please review the eligibility requirements below:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period\*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by **January 31, 2025**. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.