



EMPLOYMENT OPPORTUNITY

The Town of Pelham Recreation, Culture and Wellness Department is now accepting applications for the following position:

Recreation, Culture & Wellness Administrative Assistant

Reporting to the Director of Recreation, Culture & Wellness, the Recreation, Culture & Wellness Administrative Assistant is responsible for organizing and preparing reports including minute taking at department and committee meetings, data entry and filing, gathering and organizing of supplies, and assisting with the development of special events and programs when required. Additional roles include coordinating the Volunteer Program; supporting other departmental Programs; assisting with the promotion and marketing of all department programs and special events; and responding to email inquiries regarding camps, events, festivals, and volunteer programs.

What You Will Do:

- Provide high-level administrative support by conducting research, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings.
- Update and organize recreation content for the Town's website and communicate program updates and changes with Customer Service staff and local businesses.
- Populate content for weekly newspaper column and distribute advertising material for the department.
- Niagara Regional Transit ticket sales and invoicing.
- Maintain department records in accordance with the Town's record retention policy.
- Prepare quarterly department reports to council for the Director's review and approval.
- Attend department specific advisory committee meetings and take minutes; work with the Committee Chair and Programmer for agenda circulation.
- Administer the Volunteer program including recruitment, scheduling and training
- Purchase departmental supplies including uniforms, bar inventory and event supplies.
- Administer the Pelham Buck and public donation programs
- Make daily bank deposits and pick up mail from Town Hall
- Other related duties as assigned

What We're Looking For:

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We still encourage you to apply as you may have other relevant expertise and experience to bring to the role

- Post-secondary education in Office Administration or Recreation and Leisure, or a related field
- Smart Serve Certification or willing to obtain

- Strong computer background; proficient in Microsoft Programs
- Working knowledge of ActiveNet and/or Volgistics is considered an asset
- Strong interpersonal skills; capable of working with a diverse staff in an open concept office environment
- Be detail-oriented, creative, independent, meticulous, able to multi task, and complete accurate cash reconciliations.
- Valid Class G Driver's License and use of a personal vehicle

What's In It For You:

- A competitive salary ranging between **\$56,987 to \$66,666** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Occasional work outside of normal working hours may be required including evenings, weekends and some holidays.
- Fully paid, comprehensive group benefits including an annual \$500 Healthcare Spending Account and participation in the OMERS pension plan
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Resumes may be submitted to the Manager of People Services at hr@pelham.ca by 9:00am on **Wednesday, June 18, 2025**.

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.