



Youth Employment Opportunity

The Town of Altona Administration office is looking for a great communicator who would like to take on a number of projects this summer as Administrative Summer Staff. Are you interested in working with the public and developing your digital toolbox, while also having variety in your work?

If you are successful in obtaining the position, you will report to the Chief Administrative Officer, and be responsible for start-to-finish completion of a number of projects.

Projects include:

- Enumeration for the upcoming municipal election
- Updating historical cemetery records by reviewing physical markers on-site, and historical documents using digital tools
- Assessing uptake and usage of municipal composting program by auditing bins in use

You will have the opportunity to dive deeper into the type of work that you find most interesting, and develop your skills. You will work indoors and outdoors, with variety in your work experience. A valid driver's license is considered an asset for this position, but not a requirement.

The successful applicant will:

- Be between the ages of 15 & 29 for youth employment funding
- Be project-driven, and able to manage their own time
- Complete a criminal record check

For more detailed information regarding job description and staffing structure, please contact Sarah Cail, Communications & Human Resources Officer.

Please submit resumes by email no later than March 31, 2022.

Sarah Cail

Communications & Human Resources Officer

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