



Township of Whitewater Region

EMPLOYMENT OPPORTUNITY

Located within the scenic Ottawa Valley and bordered by the Ottawa River, the Township of Whitewater Region is a dynamic place to live, work and play. Known worldwide for whitewater rafting and kayaking, we offer a variety of year-round activities such as golfing, snowmobiling, camping, boating, fishing and cross-country skiing. From our vast acres of farmland to our small, unique hamlets and villages to our wide expanses of water, the Township of Whitewater Region invites everyone to experience rural and urban life in perfect harmony.

Community Development Assistant Full-Time Permanent

Reporting to the Planner/Economic Development Officer and Chief Building Official, the Community Development Assistant assists the department with administrative support and coordination.

Position Qualifications:

- Grade 12 or equivalent, College preferred in a related field.
- Minimum of six months of municipal experience required.
- Knowledge of provincial legislation as it pertains to municipal government including the Municipal Act, Planning Act and Ontario Building Code Act.
- Willingness to learn and apply Geographic Information Systems (GIS) tools.
- Ability to read, interpret, and analyze plans, maps, and other technical documents.
- Accreditation as the Secretary-Treasurer to the Committee of Adjustment, considered an asset.
- Experience and highly developed skills in customer service, communication and administration required.
- Computer proficiency, attention to detail, and strong writing skills.

Compensation: \$47,411 - \$54,963 (2025 - 35 hours per week, with OMERS and benefits package)

Please forward your detailed resume with covering letter (in MS Word or pdf format), referencing "Community Development Assistant" to jobs@whitewaterregion.ca.

Application Deadline: March 24, 2025, by 3:00 p.m.

For a full job description, please visit our website www.whitewaterregion.ca.

The Township is committed to providing a barrier free workplace. If accommodation is required during the selection or interview process, it will be available upon request. This job posting is available in an accessible format upon request. We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used for the purpose of candidate selection.