



## **TOWNSHIP OF LAURENTIAN VALLEY SUMMER STUDENT POSITION OFFICE ASSISTANT**

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### **DESCRIPTION:**

The Township of Laurentian Valley is hiring four (1) Student for 16 weeks starting May 4, 2026. The position is 35 hours per week (Monday to Friday).

### **DUTIES:**

- Provide general office administrative support, including filing, photocopying, scanning, and organizing records.
- Assist with the preparation of correspondence, reports, agendas, and other municipal documents as required.
- Assist the Deputy Clerk with maintenance of municipal TOMRMS File management system.
- Assist with the tracking of information of the various township departments.
- Assist with special projects as needed.
- Creating and modifying form templates.
- Draft and edit letters and correspondence.
- Assist CBO with maintaining Building Dept databases, spreadsheets and mailing list.
- Assist CBO with documentation for building permit applications, letters and correspondence
- Assistance to the Planner with the creation of information, correspondence and notices and mapping.
- Assist the Planning Department with creation and distribution of Planning Act Notices.
- Assist with filing of planning and building department records, including maps, surveys and engineering and building plans.
- Assist with photocopying, mail distribution and office supply organization.
- General office and administration duties.
- Provide back-up coverage for other office staff as needed.
- Answer and direct phone calls to appropriate individuals and/or departments and respond to general inquires in a courteous and professional manner as needed.
- Assist with promotions, social media content creation for municipal communications and township events.
- Prepare advertisements and help coordinate workshops/training sessions.
- Assist with the distribution of applications, receipt of submissions, and creation of certificates and correspondence for township student grant program.

## **QUALIFICATIONS:**

- Minimum Grade 12 student.
- Registered as a full-time student during the preceding academic year and intend to return to school on a full-time basis during the next academic year.
- Computer literacy required particularly with Microsoft Office Suite in a Windows environment.
- Strong interpersonal skills combined with excellent oral and written communication skills.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to work with various members of the public.

## **ADDITIONAL INFORMATION:**

Wage is \$17.97 /hour for 35 hours per week. To be eligible you must have been registered as a full-time student during the preceding academic year and intend to return to school on a full-time basis during the next academic year.

## **DEADLINE:**

The deadline for submission of applications is Thursday, February 12, 2026, at 2:00pm.

## **CONTACT INFORMATION:**

Students interested in this employment opportunity may submit a resume, including a cover letter citing “**RE: Office Assistant**”, to the attention of **Lori Dennis, Deputy Clerk** either by email (in **MSWord or pdf format only**) at [hr@lvtownship.ca](mailto:hr@lvtownship.ca) or by personal delivery or mail to:

Lori Dennis  
Deputy Clerk  
Township of Laurentian Valley  
460 Witt Road  
Pembroke, ON K8A 6W5

## **RE: OFFICE ASSISTANT**

Thank you for your interest.  
Only applicants considered for an interview will be contacted.