



Project Coordinator - Municipality of Killarney

The Municipality is seeking a Project Coordinator for a one year term starting as soon as possible.

Reporting to the Deputy Clerk-Treasurer, the Project Coordinator's responsibilities include, but are not limited to:

- Exploring the feasibility of potential municipal projects and preparing reports and recommendations for council and management.
- Researching project requirements and product and service costs, to facilitate project decision making.
- Investigating funding opportunities and applying for grants for applicable projects as directed by management and council.
- Completing funding applications within deadlines.
- Working with consultants in the preparation of RFPs and selection of appropriate candidates for projects.
- Following up with ongoing projects and submitting required reports to funding agencies within deadlines.
- Updating the Municipal Accessibility Plan and submitting compliance reports.
- Assisting in the advancement of Asset Management and Capital Planning. Working to further Municipal Economic Development
- Assisting in the organization and promotion of municipal functions and events.
- Creating and distributing public notices and flyers for events, quarterly newsletter and other promotional material.
- Performing clerical functions in the municipal office including, but not limited to, acting as office receptionist, answering telephone enquiries, posting and handling payments and additional functions as may be required.

Education and Training

- Post Secondary Education
- Diploma in Project Management , Office Administration or related field is an asset.

Knowledge and Experience

- Knowledge of municipal operations is an asset.
- Accounting and/or Asset Management background is an asset.
- Experience in an office environment with a working knowledge of word processing and data based software is an asset.

Required (Will provide training)

- Occupational Health and Safety Awareness
- WHMIS
- AODA Customer Service training, including Human Rights (as it applies to the AODA)
- Workplace Violence and Harassment Prevention

The Project Coordinator will work 37.5 hours per week Monday to Friday with some evening and weekend work required for council, public and other special meetings. This may lead to a permanent position with the Municipality for the chosen candidate, pending the successful completion of the one year contract.

Salary Range - \$48,875 - \$55,010/ year **Job Location** - 32 Commissioner Street, Killarney ON

Applications must be received at the Municipal Office

no later than 3:00 pm, Friday, July 31st, 2026

Please email Resume and Cover Letter to: glegault@municipalityofkillarney.ca / fax to: 705-287-2660 or mail to: Attn: Gilles Legault, The Municipality of Killarney, 32 Commissioner St., Killarney Ontario, P0M2A0

The Municipality of Killarney welcomes and encourages applications from individuals with disabilities.

If you require a disability related accommodation in order to participate in the municipality's hiring process, please contact the clerk's office at 705-287-2424 to discuss your needs.

*We thank all applicants for their interest,
however only those qualifying candidates selected for interviews will be contacted.*