



By-law Enforcement Coordinator / Administrative Assistant

\$56,261- \$63,353 (2026 Rates)

Working for the Township of Elizabethtown-Kitley means being part of a small, collaborative team dedicated to serving our community. Employees have the opportunity to contribute across a wide range of municipal services, where their work has a direct impact on residents and the Township's future.

We value professionalism, accountability, and respect, while fostering an environment where employees are encouraged to learn, develop new skills, and share ideas. The Township is committed to providing quality public service, supporting employee growth, and maintaining a positive and respectful workplace where work-life balance is recognized and valued.

The Township of Elizabethtown-Kitley, located in Eastern Ontario, in the United Counties of Leeds and Grenville is a flourishing rural community with a close by urban setting. We are a beautiful, safe and diverse community of 10,000 residents, serving a regional catchment area of 90,000+. Brockville is a 20-minute commute, Ottawa and Kingston are less than an hour's drive, and Toronto and Montreal are but 200 kilometres away.

The Township of Elizabethtown-Kitley is seeking a customer-focused and organized individual to join our team as a **Bylaw Enforcement Coordinator / Administrative Assistant**.

Reporting to the Chief Administrative Officer and Clerk, this full-time position is responsible for coordinating the Township's by-law enforcement and animal control services while providing administrative support to the CAO and Clerk and assisting with front-line customer service.

Responsibilities

- Coordinate the Township's by-law enforcement and animal control services.
- Receive, track, and coordinate by-law complaints and ensure timely follow-up.
- Provide front-line customer service by responding to visitors, telephone calls, emails, and other inquiries, directing requests to the appropriate department or staff member.
- Provide administrative support to the CAO and Clerk, including assisting with Council and Committee meetings, records management, and legislative administration.
- Prepare correspondence, maintain records, and perform general office administration.

Qualifications

- Diploma in Office Administration or equivalent experience.
- Two to three years of office administration experience; municipal experience is an asset.
- Excellent communication, organizational, and customer service skills.
- Strong computer skills, including Microsoft Office 365.

Compensation

- Full-time (35 hours/week)
- \$56,291–\$63,353 annually (\$30.93–\$34.81/hour), plus a competitive municipal benefits package.

Please see job description for more details.

Apply today via Email

Deadline: Friday, August 7, 2026 at 4:00 pm

Please submit your cover letter and resume, quoting "Bylaw Enforcement Coordinator / Administrative Assistant", to: Jorden Keeley, Clerk at jkeeley@ektwp.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Township of Elizabethtown-Kitley is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. Accommodation is available upon request for candidates participating in all aspects of the recruitment process.