



TOWNSHIP OF ELIZABETHTOWN-KITLEY

JOB DESCRIPTION

Title:	Records & Information Assistant [Student Position]
Reports to: (Directly)	Deputy Clerk/Communications Manager
Reports to: (Indirectly)	CAO/Clerk, Director of Finance/Deputy CAO
Wage:	\$22.00 hourly, based on 35 hours per week

POSITION OBJECTIVE AND SCOPE

Reporting to the Deputy Clerk/Communications Manager, the Records & Information Assistant [Student Position] provides confidential administrative and records management support within the Clerk's Department, while working collaboratively with other municipal departments.

This position supports the organization, digitization, and maintenance of corporate and financial records in accordance with established policies and procedures. The role requires strong attention to detail, technical proficiency, discretion, and the ability to manage information accurately in both physical and electronic environments.

RESPONSIBILITIES

- Assist with the filing, indexing, classification, and archiving of confidential financial and corporate records
- Support records digitization initiatives, including scanning, organizing, metadata entry, and quality control review
- Perform data entry and document preparation with a high level of accuracy
- Maintain records within electronic filing systems and shared databases
- Assist with data verification and cross-referencing of financial and property-related information
- Provide support with mapping and property data systems, including working knowledge of ArcGIS and CGIS (experience considered an asset)
- Provide administrative and records support across multiple municipal departments, under the direction of the Deputy Clerk/Communications Manager
- Provide occasional in-person customer service and registration/event support as required
- Assist with special projects, corporate initiatives, and operational support activities as required



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QUALIFICATIONS

- Currently enrolled in or recently completed post-secondary education in any discipline. Programs such as Public Administration, Business, Finance, Geography/GIS, Environmental Studies, Political Science, or Communications are considered relevant
- Candidates should be organized, detail-oriented, and capable of managing information accurately in a structured environment
- Familiarity with ArcGIS, CGIS, or similar GIS platforms considered an asset
- Strong working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Previous administrative or data-entry experience considered an asset

SKILLS

- Strong attention to detail and accuracy
- High level of organization and ability to manage multiple tasks
- Strong technical aptitude and comfort learning new software systems
- Ability to handle confidential information with professionalism and discretion
- Effective written and verbal communication skills
- Ability to work independently and collaboratively in a municipal environment

ELIGIBILITY:

- Applicants must be available to work on-site at the Township Office for the full duration of the summer term
- Applicants must be available for a full-time, 35-hour work week (Monday to Friday, 8:30 a.m. - 4:00 p.m.)
- Applicants must be currently enrolled in post-secondary education and returning to studies in the fall of 2026

HOW TO APPLY:

Interested candidates are invited to submit a cover letter and resume via email no later than Monday, March 16th, at 4:00 p.m.

Jorden Keeley
Deputy Clerk/Communications Manager
jkeeley@ektwp.ca

Please include “Student - Records & Information Assistant” in the subject line.