



The Corporation of the Municipality of Wawa
Employment Opportunity
Competition 2019-03
SUMMER PROJECT MANAGER
DEPARTMENT OF COMMUNITY SERVICES AND TOURISM



The Municipality of Wawa seeks a motivated, proactive person to fill the position of Summer Project Manager for the Department of Community Services and Tourism.

This is a contract position beginning April 22, 2019 and ending September 1, 2019

The Summer Project Manager will be responsible for assisting in the oversight of the Department's Capital and Operating projects for the summer of 2019.

Major Responsibilities:

1. With direction from the Acting Director, coordinate aspects of the Department's Capital Projects
2. Coordination of contractors and staff for the Department's projects
3. Track purchasing, invoicing, and other financial information for the Department's relevant projects
4. Coordinate summer projects with department maintenance and administration staff
5. Assist in setting up the Wawa Goose Nest Summer Market

Qualifications:

1. Strong interpersonal skills and effective verbal and written communication skills.
2. Computer literacy essential, word processing, excel, and outlook competency required
3. Ability to work a flexible schedule in order to attend evening meetings and/or weekend events.
4. Post-secondary education in project management, business, or related demonstrable experience is an asset
5. Access to a vehicle and a valid driver's license with a clean abstract.

Salary Range: \$23.00 – \$28.00 per hour, commensurate with experience

A detailed job description may be obtained by contacting the Human Resources Department at 856-2244 ext. 225 or by emailing humanresoucrs@wawa.cc

The Municipality of Wawa is committed to providing accommodations throughout the hiring process. If you require an accommodation we will work with you to meet your needs.

Qualified applicants are invited to submit cover letter and resume in confidence no later than **4:00 p.m. Wednesday, April 17, 2019**

Human Resources – Competition 2019-03

Municipality of Wawa
40 Broadway Avenue, Box 500
Wawa, Ontario P0S 1K0

email: humanresources@wawa.cc

We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. The Corporation of the Municipality of Wawa is an equal opportunity employer who is committed to diversity in the workplace.