



# Job Posting 26-00

## Clerks Department (Summer Student)

The Town of Cobourg is seeking a qualified candidate to fill the role of Clerks Department Assistant (Summer Student) for the Summer of 2026 in the Legislative Services Department.

Under the direction of the Deputy Clerk/Manager of Legislative Services, the Clerks Department Student will provide general support to the Municipal Clerk's Department. Throughout this role the student will have the opportunity to gain hands-on experience in Municipal Government operations, records management, and customer service.

This position will require a high degree of confidentiality and discretion as duties involve highly sensitive matters.

The primary duties of this position include:

- Assisting staff in delivering efficient and transparent services to residents, Council, staff and other stakeholders.
- Assists with file maintenance, including SharePoint electronic records and physical scanning and index updating.
- Completes various tasks as assigned by the Town Clerk and Deputy Clerk.
- Support Municipal operations including:
  - Assisting with the preparation and coordination of Council and Committee meetings.
  - Municipal Election preparation.
  - Municipal Freedom of Information Processes.
  - Public engagement initiatives with residents
- Other duties as assigned.

Working Conditions:

- This position is a summer student position governed by the CUPE Local 25 Collective Agreement.
- Hours of work will be governed by the CUPE Local 25 Collective Agreement working 35 hours a week Monday to Friday and may include weekends and statutory holidays and the possibility of overtime.
- Computer work related to duties will be required.

The successful candidate will have the following:

- Currently in the progress of completing a post-secondary program in Social Sciences, Public Administration, Political Science or a relevant discipline and must be returning to full time studies in fall of 2026.
- Knowledge of appropriate Municipal operations.
- Excellent judgement, strong initiative and ability to work independently.
- Strict adherence to confidentiality and professionalism when dealing with difficult and sensitive situations.
- Excellent time management skills and a demonstrated ability to organize and prioritize multiple tasks and meet competing deadlines in a fast-paced environment.
- Exceptional oral and written communication skills.
- Strong computer skills including the Microsoft Office suite [Excel, PowerPoint, Word].
- Must obtain a Satisfactory Police Record Check upon employment.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at [www.cobourg.ca/jobs](http://www.cobourg.ca/jobs). Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [HumanResources@cobourg.ca](mailto:HumanResources@cobourg.ca). We thank all applicants however only those selected for an interview will receive a response.



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In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.