



MUNICIPALITY OF  
**West Elgin**

## **Communications & Recreation Coordinator**

The Municipality of West Elgin is currently seeking qualified applicants for the position of Communications & Recreation Coordinator. Reporting to the Manager of Community Services/Clerk this position is the primary contact to oversee and support various municipal and community recreation events and programs. This position will focus on communications to support input into decision-making and gain public insight into the challenges and opportunities for the municipality and is a vital role in establishing engagement programs and building capacity that supports the municipality in achieving its priorities and addressing emerging opportunities, guided by the goals and objectives of the Strategic Plan.

A full job description for the position and information about the Municipality of West Elgin is available at [Job Opportunities - Municipality of West Elgin](#).

The ideal candidate will have:

- A minimum of two (2) years of administrative experience involving contact with the public preferably in a public service environment
- Post-Secondary Diploma in recreation, communications, public relations or equivalent
- Background in aquatics would be considered an asset
- An equivalent combination of education and experience
- Excellent organizational, communication and interpersonal skills

Wage Range: Band 5: \$63,233.91 - \$76,796.82

This is a full-time 40-hour per week position and is eligible for OMERS and a comprehensive benefits package. We invite interested applicants to forward a cover letter and resume by noon (12:00 p.m.) Wednesday, August 27, 2025, in confidence, to:

Manager of Community Services/Clerk  
22413 Hoskins Line, Rodney, ON N0L 2C0  
or by email: [jobs@westelgin.net](mailto:jobs@westelgin.net)

We thank all applicants, but only those invited for an interview will be contacted. Personal information is collected and will be administered in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O., 1990 and will be used for employment purposes only.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process, please direct questions to the Clerk.