



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

COMMUNITY DEVELOPMENT ASSISTANT

TEMPORARY, FULL TIME (1 VACANCY, 35 HOURS PER WEEK) – 4 MONTH CONTRACT

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

The Community Development Assistant supports the Community Development Coordinator in planning, coordinating, and executing festivals and events within the Community Services Department. This position contributes to the implementation of the Cultural Action Plan, serves as a liaison for the Township's Cultural Resource Centre, and provides occasional front desk support at the Tourism office. In addition to supporting Township-led events, the student works closely with third-party event organizers to ensure that all necessary permits, documents, and requirements are received and processed for events held within the Township of Centre Wellington. The position offers valuable experience in community development, cultural initiatives, event management, and public service, ideal for students aspiring to build careers in these fields.

Main Duties and Responsibilities

Administration

- Maintain accurate records of event bookings, communications, and logistics.
- Collaborate with the Communications Division to promote Township led events via social media, web pages, and other platforms
- Ensure permits, insurance, and licenses for events are obtained.
- Prepare and distribute documents related to events, cultural programs, and community activities
- Responsible for working in accordance with the Occupational Health and Safety Act and Regulations, the Township of Centre Wellington's policies and procedures, as well as established industry guidelines
- Attend weekly meetings and prepare minutes

Project Based Support

- **Event Support:** Assist with event coordination activities and special events. (Canada Day, New Resident Reception, Culture Days, Volunteer Fair). This includes logistics, materials preparation, venue setup/teardown, and public inquiries
- **Cultural Action Plan Support:** Aid in implementing programs aligned with the Cultural Action Plan, coordinate workshops with community groups, and promote cultural events
- **Cultural Resource Centre Coordination:** Manage rental inquiries, schedules, and inventory for event materials and equipment while maintaining their condition

Other

- administrative support
- Assist with grant research and preparation

- Participate in team meetings to enhance Township event success and cultural initiatives
- Perform other duties as assigned by the Community Development Coordinator or Manager of Community Development

Minimum Qualifications and Requirements

Education

- Enrolled in post-secondary studies in Community Development, Event Management, Cultural Studies, or a related field

Knowledge/Skill/Ability

- Strong organizational and problem-solving skills
- Effective communication and teamwork abilities
- Proficient in Microsoft Office Suite and online promotional tools
- Knowledge of municipal policies, public health standards, and risk management practices
- Customer service-oriented with the ability to manage public and stakeholder interactions tactfully
- Interest in Ontario and/or local government and public administration
- Ability to work flexible hours, including evenings and weekends, during festival seasons
- Comfortable working outdoors, standing for long periods, and lifting event materials
- Must possess a valid Class 'G' Driver's License and access to a reliable vehicle

Work Location: Centre Wellington Community Sportsplex (550 Belsyde Ave E, Fergus ON N1M 2W5)

Hours of Work: 35 hours per week, May to August. Flexibility to work evenings and weekends to accommodate activities and events.

Hourly Wage: \$23.67 (2026 Rate)

How to Apply: Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to careers@centrewellington.ca by **February 8, at 11:59 p.m.** Please quote job posting '2026-9' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).