



Georgian Bluffs

Records Management Coordinator

Temporary Full-Time | Summer Contract

Georgian Bluffs is home to 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers an exceptional quality of life, combining access to the amenities of nearby Owen Sound with the peace, quiet, and natural setting of a rural community. We offer a flexible and supportive working environment within a small and dedicated team.

What we are looking for:

Reporting to the Manager of Legislative Services/Clerk, the Records Management Coordinator helps support the Township's records and information management program. This role assists with reviewing record practices, supporting electronic records management, and helping to organize, retain, retrieve, and dispose of records in accordance with legislative requirements and approved retention schedules.

Key Responsibilities

- Assist in the development and implementation of the Township's Corporate Records and Information Management Program, including related policies and procedures, in consultation with the Manager of Legislative Services/Clerk.
- Review and analyze departmental records practices and recommend improvements based on legislative requirements and industry best practices.
- Promote and support best practices in electronic records management, including the migration of paper records to electronic systems.
- Support the creation, maintenance, retention, retrieval, and disposition of Township records in compliance with applicable legislation.
- Assist with the organization, retrieval, and disposal of records in accordance with approved retention schedules.
- Work collaboratively with staff across departments to support consistent records and information management practices.



Georgian Bluffs

The Successful Candidate will have:

- Post-secondary education in records and information management, library and information studies, public administration, office administration, archival studies, or a related field, or an equivalent combination of education and experience.
- Strong attention to detail, with demonstrated accuracy in managing large volumes of data and documentation.
- Knowledge of records and information management principles, records retention practices, and applicable legislative and regulatory requirements.
- Familiarity with archival practices and electronic records management processes.
- Proficiency in Microsoft 365 applications and the ability to learn additional software used by the Township.
- Strong customer service, interpersonal, organizational, and communication skills.
- Ability to handle sensitive and confidential information with discretion.

Application Process

This is a full-time contract position funded through the Canada Summer Jobs program, working 35 hours per week until August 29, 2026, at \$25.68 per hour. This posting is for an existing vacancy. Applicants must meet Canada Summer Jobs eligibility requirements. Qualified candidates are invited to submit a resume and cover letter in confidence to hr@georgianbluffs.ca by **May 11, 2026, at 12:00 p.m.**

Additional Information

- Accommodations are available at every stage of the recruitment process. Applicants are encouraged to identify any accommodation needs when applying.
- This recruitment process does not use artificial intelligence (AI) to screen or evaluate applicants. All applications are reviewed by the Township's hiring team.
- We thank all applicants for their interest; only those selected for an interview will be contacted.
- Personal information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.



Georgian Bluffs

- Pre-employment screening may include education and credential verification, reference checks, and other job-related checks, as required for the position.