



## **Requires a Records Management Coordinator** *(Summer Contract Position)*

Georgian Bluffs is a community of 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers an exceptional quality of life – blending the amenities of nearby Owen Sound with the peace, natural beauty, and relaxed pace of a rural setting. We are proud to foster a flexible, supportive, and collaborative workplace within a small, dedicated team.

The Records Management Coordinator key responsibilities include:

- 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.

The ideal candidate is highly detail-oriented, with proven accuracy in managing large volumes of data. They will bring a solid understanding of municipal records and documentation regulatory requirements, along with familiarity with archival practices. The successful applicant will be proficient in Microsoft 365 applications and demonstrate the ability to quickly learn additional software used by the Township. Strong customer service, interpersonal, and communication skills are also essential for this role.

This is a full-time (35 hours/week), contract position running April 20 to August 29, 2026. The successful candidate will be paid at a rate of \$25.68 per hour. The Township will facilitate a co-op opportunity for students in a related field of study. This job posting is for an existing vacancy.

If Georgian Bluffs feels like a place where you can make a meaningful contribution, we encourage you to apply. Interested candidates are asked to submit a resume and cover letter in confidence. Applications will be accepted until Thursday, February 5, 2026, at 12:00 p.m.

Job Posting #2026-03.  
Human Resources  
Township of Georgian Bluffs  
[hr@georgianbluffs.ca](mailto:hr@georgianbluffs.ca)

Accommodations are available for all stages of the recruitment process. Applicants are encouraged to identify any accommodation needs when submitting their application.

This recruitment process does not use artificial intelligence (AI) to screen, assess, or select applicants. All applications are reviewed and evaluated by the Township's hiring team.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Personal information collected through this recruitment process will be managed in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose of determining eligibility for employment.

Based on the requirements of the position, pre-employment screening may be required and may include, but is not limited to: criminal record checks, financial credit inquiries, education and credential verification, driver's abstract reviews, drug and alcohol testing, pre-employment medical assessments, and employment reference checks.