



# Municipality of Souris-Glenwood

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## Administrative/Community Development Assistant

**The Municipality of Souris-Glenwood** is seeking applications for a full-time Administrative/Community Development Assistant

The Administrative/Community Development Assistant reports directly to the Chief Administrative Officer. This position will include, but is not limited to, identifying and securing funding through grant programs for municipal projects and initiatives, website maintenance, tourism, community projects, liaison for Community Development between potential developers and the municipality, asset management program maintenance as well as providing administrative assistance to the CAO. Excellent written and oral communication and organizational skills are essential.

### Knowledge/Education/Skills

- Minimum Grade 12 – post secondary administration courses/experience in administration
- Office experience dealing with the public.
- Maintain confidentiality with all information obtained through daily interactions and assignments.
- Proficient in Microsoft Office and ability to learn municipal software programs.
- Position is consistent with a normal office environment with exposure to frequent interruption.
- Hours of work Monday – Friday 8:30 a.m. – 4:30 p.m. Duties to commence immediately. **Position open until filled.** Only those receiving interviews will be contacted.

Interested candidates should submit their cover letter and resume clearly indicating how they meet the above qualification and references to:

Municipality of Souris-Glenwood, Attn. Charlotte Parham, CAO, 100 2nd St S PO Box 518 Souris, MB R0K 2C0 [Email: sg.cao@mtsmail.ca](mailto:sg.cao@mtsmail.ca)