

NORTH GLENGARRY NORD



The Township of North Glengarry

JOB POSTING

Heritage Intern (Student position)

Salary: \$18.00 per hour / 37.5 hour week

Length of Employment: 17 weeks

(start date may be later but term will remain the same)

In conjunction with the Director of Community Services and the Economic Development & Communications Officer, the Heritage Intern will work closely with the Arts, Culture and Heritage Committee to promote the Township of North Glengarry's built heritage and heritage conservation. The Heritage Coordinator will be involved in events planning, social media and traditional communications mediums, research, fundraising, and community outreach.

This position is partially funded through the Government of Canada's Young Canada Works in Heritage Organizations Program. Interested parties must meet the following Young Canada Works requirements:

- Be a Canadian Citizen, permanent resident, or have refugee status in Canada
- Be legally entitled to work in Canada
- Be between the ages of 16 and 30 years of age at the start of employment
- Was a full time student during the preceding academic semester
- Intends on returning to school next semester
- Has not participated in the Young Canada Works program with the Township of North Glengarry for 2 or more years
- If hired, must register with Young Canada Works <https://young-canada-works.canada.ca/>

A vehicle and valid driver's class G license **are required** for this position.

A full description for this position, including the skills and knowledge required, can be found on our website at www.northglengarry.ca.

To apply please submit your resume and cover letter to:

Anne Leduc
Director of Community Services
Township of North Glengarry
90 Main Street South
Alexandria, ON K0C 1A0
Fax: 613-525-1649
Email: anne@northglengarry.ca

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

The Township of North Glengarry is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance.

JOB DESCRIPTION

PURPOSE OF THE POSITION:

In conjunction with the Director of Community Services and the Economic Development & Communications Officer, the Heritage Intern will work closely with the Arts, Culture and Heritage Committee to promote the Township of North Glengarry's built heritage and heritage conservation. The Heritage Coordinator will be involved in events planning, social media and traditional communications mediums, research, fundraising, and community outreach.

This position requires extensive use of computers and software knowledge.

KEY DUTIES AND RESPONSIBILITIES:

- Undertake research on the Township of North Glengarry's rural built heritage, with a view to assisting the Township to better understand the challenges and opportunities for education and advocacy for Heritage Conservation;
- Undertake research on sources of funding and funding strategies to support education and advocacy for Heritage Conservation;
- Prepare regular updates for the Arts, Culture and Heritage Committee which will be posted to the Township's website and from which excerpts will be posted to social media;
- Assist the members of the Arts, Culture and Heritage Committee with the creation of the Alexandria walking tour to celebrate Alexandria's 200th anniversary.
- Assist the members of the Arts, Culture and Heritage Committee to prepare a sister walking tour for the village of Maxville;
- Work collaboratively with the curator from the Glengarry Pioneer Museum on a key community event - the Glengarry Routes Tour
- Contribute content for media postings that will promote the walking tours and the Glengarry Routes Tour;
- Attend Arts, Culture and Heritage Committee Meetings as well as working meetings with various heritage-minded community groups in the Township;
- When requested, represent the Township at community events or training sessions to promote heritage activities;
- Undertake specific office duties and administrative duties as required;
- Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.
- Other duties as assigned from time to time by the Director of Community Services.

POSITION QUALIFICATIONS:

This position is partially funded through the Government of Canada's Young Canada Works in Heritage Organizations Program and applicants must meet the following Young Canada Works requirements:

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- Be legally entitled to work in Canada
- Be between the ages of 16 and 30 years of age at the start of employment
- Was a full time student during the preceding academic semester
- Intends on returning to school next semester
- Has not participated in the Young Canada Works program with the Township of North Glengarry for 2 or more years
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OTHER REQUIREMENTS:

A vehicle and valid driver's class G license are required for this position

- College or university experience in architecture, history, or other related fields
- Be computer literate and experience with word processing software and spreadsheets
- Bilingualism is an asset

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.