



INTERNAL/EXTERNAL POSTING

Employment Opportunity

Job Title: Legislative Coordinator

Job Posting #: 2026-07

Department: Clerks

Location: Hopeville Administration Office (185667 Grey Rd 9, Dundalk, ON)

Status: Permanent Full-Time

Hours per Week: 35

Salary / Wage: \$63,445 to \$70,490 annually (2026 rates)

Application Due Date: April 15, 2026 at 2pm

The Township of Southgate is a small rural community located in the southern part of Grey County and known as the gateway to Grey County. "Rooted in community, embracing our future", our mission is to provide enhanced and reliable municipal services for Southgate's community and businesses to ensure sustainability now and into the future.

Due to the creation of a new position, the Township of Southgate is now accepting INTERNAL/EXTERNAL applications for one (1) permanent full-time position of **Legislative Coordinator** at our Administration office in Hopeville.

Job Duties:

- Perform all legislative duties in accordance with Clerks department objectives.
- Manages and supports the administration of legislative services.
- First point of contact for the Clerks department.
- Supports all Council meetings, including Council highlights, by-law and policy preparation, reporting editing, etc.
- Supports Records management, lottery licence program, marriage licences.

Qualifications:

- 2-year community college diploma in business administration or equivalent work experience.
- Diploma in Municipal Administration (AMCTO) or working towards.
- Minimum 2 years of experience in administration, preferably in municipal.

For a complete job description and further information please visit the employments opportunities section of our website (www.southgate.ca).

Interested and qualified applicants are invited to forward their cover letter and resume to Human Resources (employment@southgate.ca or 185667 Grey Road 9, Dundalk, ON, N0C 1B0) quoting job **#2026-07** by **April 15, 2026 at 2pm**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only. The Township of Southgate does not use Artificial Intelligence (AI) technology at any stage of recruitment.

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.