



# CORPORATION DE LA MUNICIPALITÉ / OF THE TOWNSHIP OF VAL RITA - HARTY

TEL: (705) 335-6146  
FAX: (705) 337-6292

106 GOVERNMENT ROAD W  
VAL RITA, ON, POL 2G0

WWW.VALHARTY.CA  
ADMINISTRATION@VALHARTY.CA

## Now Hiring: Municipal Services Coordinator

Fulltime position, salary commensurate with experience (wage range \$28-\$38/hour) plus benefits & OMERS

### Serve Your Community. Shape the Future. Grow With Us.

The Township of Val Rita-Harty is looking for a dedicated, bilingual, and community-oriented professional to join our team as **Municipal Services Coordinator (MSC)**. This role goes beyond administrative duties—it is an opportunity to serve as the vital link between the community, staff, and Council in one of Ontario's most welcoming northern communities.

If you are passionate about public service, enjoy a dynamic and collaborative environment, and want to make a meaningful impact every day, we encourage you to apply.

### About the Role

As MSC, you'll be at the heart of our municipal operations—delivering exceptional customer service, supporting key administrative and financial functions, and helping ensure our services run smoothly and efficiently.

You will work closely with the Township's Management Team and play a vital role in:

- Responding to public inquiries and coordinating service requests
- Supporting licensing, permits, facility rentals, and communications
- Assisting with payroll, accounts payable/receivable, and property tax processes
- Managing records and documentation with precision and care
- Leading or supporting special projects that enhance community services

This is a unique opportunity to contribute to a collaborative, mission-driven team committed to excellence in public service.

### What You Bring

- Bilingual fluency in English and French (spoken and written)
- Strong organizational and communication skills
- Proficiency in Microsoft Office and digital tools
- Ability to multitask and problem-solve in a fast-paced environment



# CORPORATION DE LA MUNICIPALITÉ / OF THE TOWNSHIP OF VAL RITA - HARTY

TEL: (705) 335-6146  
FAX: (705) 337-6292

106 GOVERNMENT ROAD W  
VAL RITA, ON, P0L 2G0

WWW.VALHARTY.CA  
ADMINISTRATION@VALHARTY.CA

- Understanding of municipal governance and customer service principles
- Emotional intelligence, political acuity, and a solutions-focused mindset

## Qualifications

- Ontario Secondary School Diploma (Grade 12 or equivalent)
- College degree in public administration, business fundamentals, or office administration preferred
- Experience in administration, customer service, or municipal operations is an asset

## Why Join Us?

Val Rita-Harty is a close-knit, forward-thinking community in Northeastern Ontario. We're proud of our inclusive culture, our commitment to innovation, and our dedication to serving residents with integrity and care. As part of our team, you'll have the opportunity to grow professionally while making a lasting impact on the lives of those around you.

## How to Apply

To receive the full application package, please email: [humanresources@e4m.solutions](mailto:humanresources@e4m.solutions)  
Subject line: Request – MSC Application Package (VRH)

**Application Deadline: Monday, June 29, 2026, at 2:00 P.M.**

Completed applications must be submitted by the deadline. Late submissions will not be considered.

To learn more about the Township of Val Rita-Harty, visit: [www.valharty.ca](http://www.valharty.ca)