



Summer Staff – Project Support

This is a seasonal job from May 6, 2024, to August 30, 2024, that does various tasks for the Office of the CAO division, such as helping with division projects, working with stakeholders, doing research, and writing reports. This job gives a chance to learn and help with different functions across the municipality. The main focus for this job is to help and work together on planning and delivering departments' projects and tasks. It will provide valuable experience in areas like research, policy and procedure development, administrative support, communications, and public engagement.

The Town of Olds has a culture that is friendly, cooperative, and enjoyable. We collaborate with each other, valuing each other's skills and background, to make a positive, relaxed, welcoming work environment that serves the community and our partners. The Office of the CAO division includes the Legislative Services, Economic Development, Human Resources and Executive Support departments, and this job will work within all these departments to advance the departments goals and projects.

Primary Responsibilities: In this role, you will work in the Office of the CAO in a project support role, helping to achieve core business planning and policy related goals for 2024. Your primary responsibilities will include:

- Assisting in the creation of departmental business plans and policies.
- Contributing to the planning and execution of special projects.
- Undertaking various administrative tasks as required by the department.
- Collaborating with team members to ensure project milestones are met.
- Conducting research and analysis to support decision-making processes.

Qualifications: Must be 18 years of age or older, valid Class 5 Drivers' License, and highly organized and detail-oriented individual with the following qualifications:

- Currently enrolled in a relevant post- secondary program (e.g., Business Administration, Public Administration, Political Science, or related field)
- Strong written communication and people skills.
- Proficiency in Microsoft Office Suite
- Ability to work independently and as part of a team.
- Eagerness to learn and contribute to the success of the organization.

Hours of Work: 8:30 am to 4:30 pm, Monday to Friday; Half-hour unpaid lunch; two 15-minute paid breaks. May require some weekend and evening work.

Wage: \$21.81 per hour.

Interested candidates are invited to submit their resume and cover letter by 2:00pm on March 29th, 2024, to hr@olds.ca. Please include "**Summer Staff – Project Support Application**" in the subject line.

The Town of Olds is an equal opportunity employer and encourages applications from all qualified candidates. We thank all applicants for their interest; however, only those selected for an interview will be contacted.