



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

HERITAGE PROJECT INTERN TEMPORARY, FULL TIME (35 HOURS PER WEEK) CONTRACT UP TO 4 MONTHS PLANNING AND DEVELOPMENT DEPARTMENT

Reporting to the Manager of Planning Services, the Heritage Project Intern will be responsible for work related to the designation of heritage properties under the Ontario Heritage Act, including research, reports, and preparation of by-laws.

Major Duties & Responsibilities:

- Coordinate research and evaluation of heritage properties included on the Township's Municipal Heritage Register for designation using Ontario Regulation 9/06
- Prepare draft designation by-laws and statements of value
- Identify heritage attributes of properties to be included in designation by-laws
- Visit and collect images of heritage properties
- Write heritage evaluation reports and assist with reports to Council

Minimum Qualifications and Requirements:

- Post secondary education in museum studies, history, general arts, art history, library and information science, public administration, conservation, or a related field
- Excellent written, verbal, presentation, and interpersonal skills
- Strong organizational and time-management skills
- Proficient in using the Microsoft Office Suite
- Interest in Ontario and/or local history, heritage conservation and/or archival systems
- Must possess a valid Class 'G' Driver's License and access to a reliable vehicle

Hourly Wage: \$22.64 per hour [2024 rates]

How to Apply: Interested applicants are invited to submit their cover letter and resume in one document in MS Word or PDF format by email to careers@centrewellington.ca by May 26, 2024, at 11:59 p.m. Please quote job posting '2024-023' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. No phone calls please.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.