

**EMPLOYMENT OPPORTUNITY  
RECREATION & CULTURE ASSISTANT  
PERMANENT FULL-TIME  
POSTING 2026-07**

The Municipality of Mississippi Mills is located a short drive west of the Nations Capital and is comprised of the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the township of Ramsay and the friendly Town of Almonte. It boasts some of the province's and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well renowned for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect setting to live, work and play. We can't wait for you to join our amazing team.

We are excited to offer a permanent full-time opportunity for a **Recreation and Culture Administrative Assistant** to join our Recreation and Community & Economic Development teams. This is a dynamic role for someone who enjoys supporting community-focused programs and delivering exceptional customer service.

Reporting to the Recreation Manager and the Manager of Community and Economic Development, the successful candidate will play a key role in supporting departmental operations, enhancing client experiences, and contributing to the successful delivery of programs and services that benefit our community.

Responsibilities include coordinating client interactions, supporting program delivery, managing invoicing and payments, reconciling accounts, preparing financial reports, overseeing program registrations, and facilitating facility rental processes. This position is ideal for a highly organized, detail-oriented professional who thrives in a collaborative and service-driven environment.

*Hourly rate of \$28.22 - \$34.69 (35hrs per week)  
To commensurate with experience*

***The ideal candidate will have:***

- Ontario Secondary School Diploma
- A post-secondary diploma in Office Administration is considered an asset
- Two years' administrative experience, preferably in a municipal environment
- Minimum 1 year demonstrated working experience with financial software, including invoicing, payment processing, and account reconciliation
- Excellent interpersonal skills with strong verbal and written communication abilities.
- Proven ability to maintain a high level of confidentiality and professionalism.
- Previous experience in a Municipal Office would be an asset

The Municipality of Mississippi Mills offers:

- OMERS Pension
- 100% Employer Paid Benefits
- Flexible Scheduling
- Professional Development Opportunities
- Employee and Family Assistance Program

And so much more...

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at [Jobs | Mississippi Mills](#)

We invite qualified candidates to submit a detailed resume and cover letter in confidence to Cyndy Woods, Human Resources at [cwoods@mississippimills.ca](mailto:cwoods@mississippimills.ca). The email subject line should include your last name and the position you're applying for no later than **12 o'clock noon on March 20<sup>th</sup>, 2026**.

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

***The Municipality of Mississippi Mills believes that our employees are our greatest strength. We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated and all persons are treated with dignity and respect. We welcome applications from all underrepresented groups. If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we can assist you.***

*Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.*