



EMPLOYMENT OPPORTUNITY

Job Title:	Administrative Assistant – Seniors Programming
Position Type:	Part-time
Department:	Infrastructure and Community Services
Division:	Seniors Centre for Excellence
Reports to:	Seniors Programming Coordinator
Hours per Week:	21 hours per week
Hourly Rate:	Pay Band 1 (\$21.12 to \$23.77 per hour)
Application Due Date:	Friday, September 25 th @ 12:00pm (noon)

Why Mapleton?

Join a passionate and supportive team dedicated to enhancing the lives of older adults in our community. As an Administrative Assistant – Seniors Programming, you'll play an important role in supporting engaging programs and services that help seniors stay connected, active, and involved.

You'll have the opportunity to build meaningful relationships with clients, work alongside a collaborative team, and contribute your organizational and customer service skills to a role that makes a positive difference every day.

Duties and Responsibilities

Key duties of this position include, but are not limited to:

Administrative Support

- Coordinate and maintain administrative records, program files, attendance records, and participant information.
- Schedule program activities, meetings, appointments, rooms, and other operational requirements.
- Process registrations and other program-related administrative transactions.
- Provide general administrative support to the Seniors' Programming Coordinator, including data entry, filing, document management, and responding to routine inquiries.

Client Relations

- Serve as a welcoming and responsive first point of contact for seniors, families, caregivers, volunteers, and community partners.
- Provide information about programs, services, schedules, eligibility requirements, registration processes, and available resources.
- Assist clients with program registration and participation, ensuring their questions and concerns are addressed promptly and respectfully.
- Build positive relationships with seniors and promote an inclusive, accessible, and welcoming program environment.

Qualifications

The successful candidate must be able to satisfy the following criteria:

- High school diploma or equivalent
- Minimum two (2) years of experience in a community programming setting
- Experience working with members of vulnerable sectors, including seniors or differently abled individuals
- Ability to manage confidential client and program records
- Experience in social media management and digital design
- Strong commitment to external and internal customer service.

Working Conditions

Work is primarily within an office environment with frequent use of computers. Work will also involve consistent interaction with member of the seniors' community and caregivers

HOW TO APPLY:

Applications, including a resume and cover letter **in pdf format** can be submitted via email to hr@mapleton.ca or in-person at the Township office (7275 Sideroad 16, Drayton, ON) on or before **September 25 @ 12pm (ET)**.

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

The Township of Mapleton values the unique skills and experiences each individual has to offer and we are committed to creating an inclusive and accessible organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation to participate fully in our recruitment processes, please let us know when we contact you.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact lwheeler@mapleton.ca.