

Program Administrator (Workforce Development)

The Association of Municipalities of Ontario (AMO) is hiring a Program Administrator to support the execution of its sector-wide Workforce Development Project. AMO's Workforce Development Project is a project that relies on engagement and partnerships to support our municipal members with attracting the next generation of workers to deliver municipal services and retaining the sector's current workers.

The role will assist with project planning, research, and communications for sector-wide municipal employee attraction and retention initiatives. This role is ideal for folks with an interest in the municipal sector, public policy and administration, human resources and organizational development. The Program Administrator will have the opportunity to engage with municipal elected officials, other municipal associations, senior municipal administrators, post-secondary institutions, and other partners to actualize project plans.

The position is located at AMO's office in downtown Toronto, with the opportunity to qualify for a hybrid work arrange (minimum two (2) days in office per week). The position is for an initial 12-month contract.

Primary Responsibilities

- Assist with drafting and updating project plans and support the implementation and delivery of initiatives within the AMO Workforce Development Project
- Assist with preparing task force, working group, and advisory committee agendas and materials related to the Workforce Development Project and its initiatives
- Conduct research and support the engagement of partners, key stakeholders, and municipal members to ensure project initiatives are informed by AMO membership needs and emerging issues
- Liaise with and coordinate input from AMO staff, municipal members, and other stakeholders and partners related to project initiatives
- Prepare reports, presentations, and other written materials and support project communications by drafting key messages and written communications products for web, email, and social media
- Maintain effective working relationships with internal and external stakeholders, including AMO staff, Leadership Team, Board members, municipal members, and representatives of municipal staff association

Core Qualifications and Competencies

- Undergraduate degree from a recognized university in Public Administration, Public Policy, or Industrial Relations and Human Resources, or equivalent combination of an undergraduate degree and relevant experience
- Two (2) years of related work experience
- Knowledge of municipal government and public administration is required
- Ability to engage municipal members and project partners, and assess their needs
- Excellent communication skills including written, verbal, and presentation, and the ability to align communications tactics (traditional, digital, and social media) with intended audiences
- Demonstrated ability to cultivate effective working relationships with internal and external stakeholders and partners and commitment to teamwork and building positive relationships

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- Effective project and time management skills to accomplish objectives and projects effectively and efficiently
- Knowledge of or interest in human resources, organizational development, workforce planning, and/or diversity, equity, inclusion, and reconciliation is an asset
- Solid knowledge of Microsoft Office Suite (MS Word, Excel, PowerPoint, Teams, and Outlook) and ability to work with databases, membership systems, web content management, and email communication systems

About AMO

The Association of Municipalities of Ontario (AMO) is a non-profit organization representing Ontario's municipal governments. AMO supports and enhances strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario and Canada's political system.

How to Apply

Please submit a cover letter and resume to: careers@amo.on.ca, attention: Adam Garcia, Manager, Executive Office, by Friday, January 31, 2025. Only those selected for an interview will be contacted.