



# Job Posting SUMMER STUDENT Corporate Services

**Job Posting #: 2026-03**

**Hourly Rate: \$18.00 + 4% vacation pay**

**35 hours per week / Monday - Friday**

**Location: Corporate Services Department – Township main office**

The Township of Hamilton is a rural/urban community nestled between Lake Ontario and Rice Lake in Northumberland County, one hour east of Toronto and next door to the Town of Cobourg. With a population of approximately 11,000 residents the Township offers a delightful blend of the Oak Ridges Moraine, active farms, residential subdivisions and estates, historic villages, waterfront, and tourism.

The Township is situated within the traditional territory of the Mississauga Anishinaabeg and Chippewa nations, collectively known as the Williams Treaties First Nations. Our work on these lands respectfully acknowledges their resilience and their longstanding contributions to the area now known as the Township of Hamilton.

All positions in the Corporation of the Township of Hamilton support the Township's vision of making life better every day by creating a vibrant and sustainable township we are all proud to call home. Employees demonstrate empathy and respect in all interactions, are committed to service excellence.

As part of our mission to provide effective and efficient services to our residents, the Township is now accepting resumes from qualified applicants for a newly created position of **Summer Student – Corporate Services**.

#### **What will you do:**

- Provide support to the Municipal Clerk for the coordination of the 2026 Municipal Election.
- Support records management functions, including tracking, retention, disposition, storage, and compliance of physical and digital records.
- Assist with the coordination and promotion of municipal meetings and events from an administrative perspective.
- Prepare, edit, and support content development for municipal newsletters, website content, and social media platforms.
- Provide general administrative support to the Finance and Planning Departments.

#### **What we expect of you:**

- Currently registered as a student, preferably in the field of communications, administration, political science or business, with the intent to return to school in the 2026/2027 school year.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and Canva.
- Attention to detail, organization, and accuracy.
- Ability to work well independently and collaboratively, with competing priorities.

The Corporation of the Township of Hamilton is an Equal Opportunity Employer. For more information, please review our careers webpage.

The Corporation of the Township of Hamilton is committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted to schedule an interview and we will work with you to meet your needs.

**Interested applicants should forward a PDF copy of their cover letter and resume (one document preferred) in confidence to the attention of [hr@hamiltontownship.ca](mailto:hr@hamiltontownship.ca) by 4 pm on Friday, February 20, 2026.**

The Township of Hamilton does not use artificial intelligence (AI) to screen, assess, or select candidates in its recruitment process. All applications are reviewed and assessed by Human Resources and the hiring manager.

While we appreciate all applications, only those to be interviewed will be contacted. We do not retain unsolicited applications.

*The Corporation of the Township of Hamilton  
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Cobourg, ON K9A 4M5*