



Renfrew
Bridging Charm and Convenience

SUMMER EMPLOYMENT OPPORTUNITY

#24-12 – Records Management Student

Description:

The Town of Renfrew invites applications for the position of Records Management Student to assist in the organization's record management, retention, and accessibility compliance initiatives.

Responsibilities:

- Provide support to the Office of the CAO, including updating the corporate multi-year accessibility plan, projecting future needs, and identifying recommendations to ensure that the corporation is proactive in advocacy.
- Provide on-going clerical support to ensure all administrative requirements of the Office of the CAO are met in a timely manner; this will include data entry, filing and creation of various spreadsheets.
- Assist in the implementation of disability related initiatives and the joint multi-year accessibility plan.
- Assist in the implementation of records retention and related initiatives.
- Review legislation regarding accessibility and records retention and report back to the Office of the CAO as appropriate.
- Identify accessibility issues, needs, resources, and opportunities for integrated accessibility planning across the corporation. Undertake research, analysis and gather information about legislation, technology advancements, best practices and community needs and trends as required.
- Assist in the development and update of accessibility policies as required by legislation.
- Strong technical skills to create and edit accessible documents under the Microsoft Office Suite as well as the Adobe PDF platform.
- Assist with internal and external stakeholders and local municipal partners in the development, design, and maintenance of an Equity, Diversity and Inclusion strategy, including associated policy, procedure and training implementation.
- Perform other job related tasks as directed.

Qualifications:

- Understanding of Records retention policies, TOMRMS knowledge an asset;
- Expertise with Microsoft Excel, Word and Adobe Acrobat;
- Proven ability to provide accurate data entry and concise excel data into a meaningful recommendation for the report;
- Experience in creating accessible documents;
- Ability to work constructively within a team to meet time-sensitive milestones;
- Experience dealing with highly sensitive and confidential information;
- The ability to manage multiple tasks;
- Excellent organizational and communication skills both written and verbal;
- Asset - understanding of accessibility compliance requirements and interest in accessibility advocacy;

Work Details:

- \$17.00/Hour
- 35 Hours/Week (Monday – Friday, 8:00 a.m. – 4:00 p.m.)
- Anticipated work term: May 6, 2024 – August 23, 2024
- Location: Town Hall: 127 Raglan St. South, Renfrew, ON

Qualified applicants are invited to submit their resume, stating "Town of Renfrew #24-12 Records Management Student", by 4:00 p.m., Friday, March 22nd, 2024, to:

Human Resources, County of Renfrew
9 International Drive, Pembroke, ON K8A 6W5
EMAIL: hrinfo@countyofrenfrew.on.ca (in MS Word or pdf format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.