



The Corporation of the Township of Algonquin Highlands

requires an

Airport Coordinator

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from experienced, qualified persons for the Airport Coordinator position.

Reporting to the Public Works Manager, the Airport Coordinator will perform a wide variety of functions including the day-to-day aspects of airfield operations in accordance with Transport Canada and Canadian Aviation regulations. The Airport Coordinator is also responsible for the overall promotion and marketing of the Airport.

The preferred candidate will possess the following qualifications:

- A related post-secondary education or community college diploma in Aviation Management or a related mix of education and experience.
- Minimum of two (2) years in an aviation operations position or demonstrated experience.
- Demonstrated experience and understanding of local government and airfield operations.
- Possess or willingness to obtain fuel-handling certificate.
- Excellent interpersonal, project/time management, organizational, analytical, communication and presentation skills.
- Proficiency in the Office Suite of products or equivalent, aviation and municipal software.
- Basic understanding of advertising, marketing, and public relations.
- Possess and maintain a valid Ontario Class G Driver's License and clean drivers abstract.

Salary Range: \$33.73 to \$37.96 per hour

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process,

upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

We thank all applicants; however, only those selected for an interview will be contacted. Visit our website at: www.algonquinhighlands.ca for the complete job description.

Algonquin Highlands offers a competitive salary, an excellent benefits package and enrollment in OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

Qualified candidates are invited to submit a cover letter and resume by **3:00 pm on Friday, April 5, 2024** to:

Dawn Mugford-Guay, Human Resources Coordinator
Township of Algonquin Highlands
1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1S0
Email – dmugfordguay@algonquinhighlands.ca