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Job Posting: Assistant Administrator

Location: Village of Christopher Lake

Employment Type: Part-time **to** Full-time Hours

The **Village of Christopher Lake** invites applications for the position of Assistant Administrator. Reporting to the CAO, this role provides administrative, financial, and legislative support to ensure efficient municipal operations.

Key Responsibilities

The Assistant Administrator will:

- Provide professional, courteous responses to public, residents, and ratepayer inquiries
- Accounts payable, deposits, receipting, and data entry
- Preparation of agendas, minutes, bylaws, and official correspondence
- Contribute to ongoing municipal projects, policy development, and administrative initiatives.
- Digital communications, including website and social media updates
- Participate in professional development opportunities, workshops, and training relevant to municipal administration.

Qualifications

- Class “C” Certificate in Local Government Administration **or willingness to obtain a Standard Urban Certificate** (required).
- Strong oral and written communication skills.
- Ability to work independently and collaboratively with Council, staff, and the public.
- Demonstrated responsible attitude, organizational skills, and attention to detail.
- Bondable.
- Commitment to ongoing professional growth and municipal best practices.

Why Join Us?

The Village of Christopher Lake offers an opportunity to contribute meaningfully to local government in a supportive, community-focused environment. This position is ideal for someone seeking career growth in municipal administration and the chance to make a positive impact on our Village’s operations and residents.

How to Apply

Interested candidates are invited to submit a cover letter and resume outlining qualifications and relevant experience to:

Jeannie Rip
CAO
Village of Christopher Lake
Email: vilchris@sasktel.net
In Person: #10 Central Avenue South, Christopher Lake, SK S0J 0N0
Application Deadline: Until a suitable candidate is found

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