



**EMPLOYMENT OPPORTUNITY
FULL-TIME, PERMANENT POSITION
CORPORATE SERVICES COORDINATOR
September, 2026**



The Town of Lumsden and the RM of Lumsden No. 189 are seeking a motivated, organized, and customer-focused Corporate Services Coordinator to join our collaborative municipal team.

This newly-created position provides day-to-day leadership of the front office, ensuring excellent customer service, efficient administrative operations, and consistent office procedures. Reporting to the Assistant Chief Administrative Officer, the Corporate Services Coordinator is responsible for supervising front office staff, coordinating administrative functions, supporting organizational initiatives, and fostering a positive, team-oriented workplace.

This is an excellent opportunity for an experienced administrative professional who enjoys leading people, improving processes, and delivering exceptional service to the public.

Key Responsibilities:

- Supervise, mentor, and support front office staff and coordinate daily workloads.
- Promote excellent customer service for residents, businesses, and visitors.
- Develop and maintain office procedures and administrative best practices.
- Coordinate municipal communications, including the website, social media, public notices, and customer information.
- Support corporate records management, administrative compliance, policies, and bylaws.
- Assist with Council and organizational projects.
- Identify opportunities to improve efficiency through technology, workflow, and process improvements.
- Work collaboratively with management, municipal departments, weed control, and bylaw enforcement.
- Manage IT assets and provide basic IT troubleshooting support.
- Participate in the OH&S Committee.
- Act as the District Emergency Coordinator for the Lumsden & District Emergency Management Organization (see page 2 for specific Emergency Coordinator responsibilities).

Qualifications:

The ideal candidate will possess:

- Post-secondary education in Business Administration, Office Administration, Local Government Administration, or a related field, or an equivalent combination of education and experience.
- Several years of progressively responsible administrative experience, including staff supervision or leadership.
- Strong leadership, organizational, interpersonal, and communication skills.
- Excellent customer service skills and the ability to handle confidential information professionally.
- Strong computer skills, including Microsoft 365, and the ability to learn municipal software.
- Strong interest in coordinating emergency response plans and activities on behalf of the District.
- The ability to manage multiple priorities while maintaining accuracy and attention to detail.

Municipal government experience is considered an asset.

Compensation and Benefits:

- The hourly wage ranges from \$33.64 - \$44.62, based on experience. Office hours are from 8am - 4pm (35 hours per week).
- Benefits include pension, health, vision, dental, life insurance, and earned days off.

How to apply:

Interested candidates should send their resume and cover letter to:

By Mail: Monica M. Merkosky, Chief Administrative Officer
PO Box 160 Lumsden, SK S0G 3C0

By Email: town.lumsden@sasktel.net

Application Deadline:

We thank all applicants for their interest; however, only those selected for an interview will be contacted. A criminal record check will be required when applicants advance to the interview phase.

For additional information, please contact Monica or Krystal at (306) 731-2404.

JOB TITLE	District Emergency Coordinator
REPORTS TO	Chief Administrative Officer, Council/Committee
CREATED	August, 2023

JOB SUMMARY

- Stimulate and coordinate the development and maintenance of an emergency plan for the community in co-operation with the departments and agencies of the municipalities;
- Ensure the municipalities' EMO Plans are current and reviewed annually;
- Correlate all activities of those persons and/or organizations involved within the Municipality and designated for the Emergency Management Organization;
- Ensure that a continuous program of training for those named in the local EMO Plan is carried out, by local training classes (once annually) or attendance at training schools;
- Cooperate with Mutual Aid Area and Saskatchewan Public Safety Agency on all matters pertaining to planning and operations;
- Liaise with local industries, businesses and organizations regarding their emergency management plans and preparedness;
- Provide a strategy and means for public education of emergency preparedness;
- Submit a projected budget to cover costs of emergency management operations within the municipalities;
- Act as advisor to the Municipality during emergencies, events or disasters;
- Work with the Emergency Operations Centre (EOC) Team and Local Authority when an emergency has been declared and the activation of the EOC is required. More specifically, these duties would include, but not be limited to:
 - (1) Activate call out of the EOC team members;
 - (2) Assist with the set-up of EOC location;
 - (3) Assist EOC Manager as required;
 - (4) Provide technical assistance about the Emergency Plan, its procedures and resources;
 - (5) Coordinate post-emergency debriefings and preparation of reports;
 - (6) Ensure amendments to the emergency plan are made;
 - (7) Retain documentation of actions and decisions.

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