



JOIN OUR TEAM!

The Town of Gore Bay is looking for an **Assistant to the Town Manager** to join our team, as part of our leadership development program. This 12-month internship opportunity provides an opportunity to expand your learnings of municipal government and will allow you to impact and lead a number of vital Town projects, with the support of the Town Manager/Clerk.

Internship Period: May 1, 2025 – April 30, 2026
(Accommodations will be provided to the successful applicant)

Why the Town of Gore Bay?

Nestled on the picturesque shores of Manitoulin Island, the Town of Gore Bay boasts breathtaking waterfront views that captivate both residents and visitors alike. With its charming marina, two splendid tree-covered bluffs, and charming downtown area, this Town is a true gem of Manitoulin Island!

But the Town of Gore Bay is more than just a beautiful and serene locale; it is a full-service community with all of the amenities needed for every day life. Want to check out the local art scene? The Harbour Centre is home to some amazing local artists. Need to renew your drivers license? The Service Ontario centre is just a short walk away. Want to go for a hike? The two hiking trails offer breathtaking views. Want to have a gym session? The local gym is open 24 hours. Feel like shopping? The local businesses are open and waiting!

But more than that, the Town of Gore Bay is where friendly faces and welcoming smiles are part of everyday life – join us in discovering the enchanting charm of Gore Bay, where every day feels like a vacation by the water!





Assistant to the Town Manager – Internship Opportunity



Job Responsibilities

1. Project Management – Supervise the downtown revitalization project, the 2024 ‘Destination Gore Bay’ marketing program, and the Long Term Care home project, ensuring that they are completed on time and within budget to revive and enhance the Town for the enjoyment of both residents and visitors.
2. Modernize our Human Resources Practices – Support the attraction and retention of top talent, and evaluation of Town staff to ensure a competent workforce to improve service delivery and community satisfaction.
3. Strategic Management – Help prepare for the Planning and Development Task Force and Leadership Meetings, ensuring the strategic vision of the corporation is met.
4. Budget Management – Help prepare and manage the Town’s budget, ensuring efficient allocation of resources to ensure the Town can maintain overall community quality of life.
5. Regulatory Compliance – Ensure that Town’s operations adhere to laws, regulations, and best practices to protect community interests and promote transparency.

Qualifications and Skills

The Assistant to the Town Manager should be willing to learn and love a challenge! The Town of Gore Bay is looking to grow, and our projects are diverse – each day is guaranteed to be new and exciting.

This position requires excellent communication, organizational, and analytical abilities, as well as proficiency in budgeting and project management. The successful candidate should demonstrate a commitment to community involvement, showcasing qualities such as adaptability, empathy, and collaboration. They should be adept at engaging with diverse community groups, fostering partnerships, and promoting transparency and inclusivity in local governance to enhance the quality of life for residents.



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Work Environment

The Town of Gore Bay's team is small, but mighty! The team thrives on collaboration and mutual support to deliver services to the residents and visitors of the Town. There is nothing is too small (or too big!) for this team to handle. Team members come together with a shared commitment to public service, fostering an atmosphere where ideas flow freely and innovation is encouraged. And with the support of our progressive Council, you can rest assured that what we imagine becomes a reality!

Regular team meetings and open communication channels ensure that every voice is heard, and employees feel valued for their contributions. This inclusive environment not only enhances problem-solving but also strengthens the bonds among colleagues, and the community.

Come join a team where friendly faces are the norm, and a meeting by the water is only a few steps away!

Benefits and Perks

- Annual salary range between \$65,000 – \$75,000
- Newly built accommodations (studio apartment)
- Free gym membership
- OMERS pension
- Flexible working arrangements
- A friendly environment with a high performance team

**We want *you* to
join our team!**

Please send your cover letter and resume
to hschlange@gorebay.ca
by February 25, 2025.

The Town of Gore Bay is committed to providing a diverse, inclusive, and friendly work environment to all. We welcome candidates of all backgrounds to apply for this development opportunity!



This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>.