



***King is Hiring***  
**Summer Student – Office of the CAO**  
*Student/Co-op (April/May – August 2026)*

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Executive Assistant & Special Projects Coordinator, the Summer Student – Office of the CAO is responsible for the following:

- Assists with the coordination and support on various departmental projects.
- Collaborates within Office of the CAO and works with divisions within the OCAO including Government Relations, Strategy and Transformation and Economic Development.
- Assists with research and data collection on processes and on various trends and topics, as assigned.
- Undertake jurisdictional scans and background research to inform the development of new policies and/or upcoming projects within the divisional portfolio.
- Make valuable contributions and participate in ad hoc policy and project related opportunities as they arise throughout the term.
- Support the development of visual information products, such as charts, graphs, presentations, and the like, to support decision making on strategic policies and initiatives.
- Assisting/completing administrative and other projects/tasks in the OCAO, including economic development, and strategy and transformation initiatives.
- Assisting the Executive Assistant to the Mayor with other duties as required.
- Preparing and coordinating meetings, communications materials public and staff events. This includes supporting the development of the OCAO's Quarterly Newsletter.
- Overall support with the preparation & execution of the OCAOs' Staff Barbecue including:
  - Preparing Designs for Print
  - Source catering services
  - Source/purchase staff giveaway items
  - Maintaining an internal invitation response (RSVP) list
  - Assisting with the purchase of various items for event
  - Responding to various inquiries pertaining to the event
- Aiding with data entry and maintenance of lists.
- Performs other duties as assigned, in accordance with Township objectives.

The successful applicant will possess:

- Currently enrolled in a post-secondary program in Business, Political Science, Public Administration or a related field.
- Previous project coordination or management experience in a professional or academic setting.
- Interest in design / publication materials considered an asset.
- Previous research and analyses experience in a professional or academic setting considered an asset.
- Working knowledge of standard office computer software, including Microsoft Word, Excel, Outlook, Publisher, and Adobe. Laserfiche experience would be a strong asset.
- Ability to handle multiple demands and determine priority of action.
- Team-oriented; positive attitude.



- Ability to handle sensitive situations with mature judgement.
- Strong telephone etiquette and the ability to communicate and respond to inquiries effectively via phone and email.
- Detail oriented with strong proofreading skills.
- Excellent organizational, time management and problem-solving skills with the ability to coordinate multiple tasks efficiently and on schedule.
- Ability to interact diplomatically with all levels of staff.
- Exemplary customer service, interpersonal and communication skills.
- Sound judgement and political acumen to handle contentious, sensitive, and confidential matters.

**Conditions of Employment:**

- Highly efficient work ethic and ability to self-manage and work independently.
- Ability to manage, organize, and prioritize work to adhere to project deadlines.
- Good written and verbal communication skills to communicate effectively on technical and non-technical matters with Township staff, the Regional Municipality of York, local municipalities and other stakeholders with an emphasis on customer service.
- Valid class G driver's license in good standing with access to own transportation.
- Must be legally authorized to work in Canada.

**Wage Rate: \$20.00/hour**

**Vacancy Disclosure:**

This posting is intended to fill a temporary vacancy.

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on March 11, 2026** Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [king.ca/employment](http://king.ca/employment) for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.