



Municipalité du Canton de Low
4A, chemin d'Amour
Canton de Low (Québec) J0X 2C0

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Bureau de la Direction générale

JOB POSTING

MUNICIPAL DEVELOPMENT AND STRATEGIC SUPPORT OFFICER

Employment Type: Full-time (35 hours/week)

Status: Permanent position

Number of position(s): 1

SUMMARY OF THE POSITION

Under the authority of the office of the Director General, the person holding the position acts as a cross-functional resource and “field soldier” in support of the Municipality's overall development. They support the office of the Director General in implementing the Council's orientations, objectives, and decisions, contributing to the follow-up of strategic, administrative, and operational files covering all sectors.

They also participate in coordinating major projects, researching funding, implementing policies across all departments, and strengthening organizational excellence. They will also maintain a facilitator role with citizens, promoting proximity and citizen participation.

The incumbent works closely with the Assistant to the General Direction and Deputy Clerk-Treasurer to ensure optimal complementarity between administrative and operational support, and strategic and project support.

YOUR ROLE

- Support the Director General and Clerk-Treasurer in the effective implementation of Council priorities and policies across all services.
- Act as a liaison with the Municipal Council for the follow-up of strategic files.
- Contribute to obtaining funding and realizing major structuring projects.
- Support community development (recreation, culture, MADA, citizen participation).
- Help position the Township of Low as a model of a high-performing and innovative small municipality.

MAIN DUTIES

Strategic support to the office of the Director General

- Support the Director General and Clerk-Treasurer in implementing the Council's orientations and priorities.
- Participate in the follow-up of strategic files and interdepartmental coordination in complementarity with the Assistant to the General Direction and Deputy Clerk-Treasurer for administrative and financial aspects.
- Contribute to the development of monitoring tools, dashboards, and continuous improvement mechanisms.

Policy implementation and cross-cutting support

- Support the implementation of Council decisions across all departments.
- Ensure administrative and operational follow-up of cross-departmental projects and mandates.
- Ensure alignment between organizational priorities and the actions of the various services.

Funding research and major structuring projects

- Conduct monitoring of grants and collaborate on the preparation, writing, and follow-up of funding applications.
- Participate in the planning, coordination, and follow-up of municipal projects (infrastructure, parks, recreation, etc.).
- Ensure financial/accountability reporting in collaboration with the Assistant to the General Direction and Deputy Clerk-Treasurer for accounting and financial aspects.

Community development and specific files

- Support initiatives in recreation, culture, community life, and the MADA program-“Age-Friendly Municipality”.
- Act as a support resource for the committees and partners involved.

Service to citizens and participation

- Welcome, support, and help citizens with their requests.
- Support the organization of citizen consultations and the dissemination of information in collaboration with the Assistant to the General Direction and Deputy Clerk-Treasurer for municipal communications.

Administrative support

- Prepare documents, reports, and monitoring tools.
- Maintain up-to-date files and perform any other related tasks requested by the Director General and Clerk-Treasurer.

DESIRED PROFILE

Requirements

1. Hold a College Diploma (DEC) in a field relevant to the position, including but not limited to administration, recreation techniques, communication, local development, community work, project management, or any other field deemed relevant.
2. An equivalent combination of education and relevant experience may be considered.
3. Have relevant experience in administrative support, coordinating files or projects, service to citizens, community development, municipal development, or in a comparable organizational environment.
4. Experience in a municipal setting is an important asset.
5. Experience in researching, preparing, or following up grant applications is an important asset.
6. Experience in project follow-up, interdepartmental coordination, or the implementation of organizational initiatives is also an asset.
7. Excellent command of French and English, both oral and written.
8. Demonstrate very strong abilities in writing, synthesis, editing, and formatting of administrative documents.
9. Master common computer tools, including Microsoft Office Suite.
10. Knowledge of municipal software, including AccèsCité Finances, is an asset.
11. Demonstrate strong interpersonal skills and the ability to interact professionally with various stakeholders, including citizens, colleagues, managers, partners, and community organizations.
12. Demonstrate independence, initiative, attention to detail, and excellent organizational skills.
13. Be able to coordinate multiple projects simultaneously, monitor their progress, and meet deadlines.
14. Be able to research, analyze, organize, and communicate information clearly and effectively.
15. Demonstrate the ability to support the implementation of organizational priorities and to work in an environment of transformation and continuous improvement.
16. Demonstrate judgment, discretion, diplomacy, and a strong customer-service mindset.
17. Have knowledge of financial assistance programs, public funding mechanisms, or processes related to project development is an asset.
18. Knowledge of issues related to recreation, culture, community life, or municipal development is an asset.
19. Hold a valid driver's license.
20. Be available occasionally outside normal working hours to attend certain meetings, activities, or events.

REQUIRED QUALITIES AND SKILLS

- Excellent interpersonal skills, rigor, autonomy, strong organizational skills, writing and synthesis skills, judgment, diplomacy, and the ability to handle multiple files at the same time.

**Interested candidates are invited to send their curriculum vitae
no later than 11:59 p.m. on July 26, 2026, to:**

**Myrian Nadon
Director General and Clerk-Treasurer
Municipality of the Township of Low
direction@lowquebec.ca
4A, d'Amour road
Low (Quebec) J0X 2C0**

- NOTE 1

We thank all applicants for their interest. Only those selected for an interview will be contacted. If, after the closing of the competition, the Township of Low has not received any application meeting the required criteria, it reserves the right to continue its search for candidates without reopening the competition.
- NOTE 2

The masculine gender and singular form are used in this posting without discrimination and include the feminine gender and plural form in order to avoid unnecessarily burdening the text.