



VILLAGE OF STIRLING

EMPLOYMENT OPPORTUNITIES

Stirling Historical Society

- Administrative Assistant
- Maintenance/Operations

The Stirling Historical Society is seeking applications for the following 2 positions:

- ***Maintenance/Operations worker (15 weeks) December start date***
- ***Administrative Assistant (15 weeks) November start date***

These roles can be either full-time or part-time for the right candidate. Federal grant funding has allowed us to provide these 2 employment opportunities to support students who may have had their studies disrupted by COVID-19. Target start dates November/December 2021. Contract is for 15 weeks.

To be eligible to apply please note that you must:

- Be a Canadian Citizen, permanent resident, or have refugee status in Canada (Legally Entitled to work in Canada)
- Be between the ages of 16 and 30 years of age at the start of employment
- Be a Full Time Student during the preceding academic semester (Spring/Summer 2021)
- Intend on returning to school next semester (Spring/Summer/Fall 2022)
- Have not participated in the Young Canada Works program for 3 or more years

Duties will include, but will not be limited to:

1. Winterizing the Michelson Farmstead
2. Working with Public Works on various projects
3. Working with the library to preserve historical records
4. Working with the Village office to preserve historical records
5. Working with the Stirling Fire Department - general administration
6. Marketing and social media support for the Historical Society & Village
7. Other duties as required

Please submit all resumes by NOVEMBER 5, 2021 by mail or in person to:
Village of Stirling, Box 360, T0K 2E0 or by email to: L.Nilsson@stirling.ca

For more information, please contact:

Larry Nilsson, President - Stirling Historical Society
(403) 756-3847