



Employment Opportunity: Community Coordinator

Township of Havelock-Belmont-Methuen

Salary Range: \$58,115 - \$67,371

Closing Date: February 20, 2026

The Township of H-B-M is currently seeking a full-time permanent Community Coordinator. Reporting to the Chief Administrative Officer (CAO), the Community Coordinator supports community development initiatives within the Township and is responsible for tourism and economic development initiatives, engagement with volunteer organizations and community groups, and the coordination of community-based activities. This role identifies and promotes opportunities for relevant programming, community activities, business development, and tourism. The Community Coordinator represents the Township on county and inter-municipal committees and provides general administrative support while working collaboratively with residents, organizations, and partners to enhance overall community well-being.

The Township offers a comprehensive benefits package, enrollment in the Ontario Municipal Employees Retirement System (OMERS) and competitive salary that corresponds with education, experience and working abilities. A detailed job description can be found on the Township website at www.hbmtwp.ca.

Interested candidates are invited to submit a CONFIDENTIAL detailed cover letter and resume, clearly marked with the position title 'Application – Community Coordinator by e-mail or regular mail no later than 4:30 p.m. on February 20, 2026 to:

Kayla Spooner
Deputy Treasurer
Township of Havelock-Belmont-Methuen
P.O. Box 10, Havelock, ON K0L 1Z0
kspooner@hbmtwp.ca

The Township of Havelock-Belmont-Methuen welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.