



## **Employment Opportunity**

### **Program Coordinator**

**Do you want a four-day work week, medical benefits, and a defined benefit pension plan?**

**The Municipality of Digby is seeking an employee for the position of Program Coordinator**

The core duties of the position are as follows:

- Responsible for the Heritage Program
- Serve as the Accessibility Coordinator and Equity and Anti-Racism Coordinator
- Back-up reception duties for the front counter of the Municipality
- Administrative duties and special projects as assigned

The relevant skills needed for the position are as follows:

- Be organized and have the ability to establish priorities and work independently without supervision
- Have excellent attention to detail and the ability to review and track information
- Have strong written and oral communication skills and excellent interpersonal skills
- Accounting and financial experience or skills would be preferred
- Have knowledge of modern office procedures including communications and payment systems
- Possess computer skills and ability to use various office programs and municipal software

The minimum qualifications required are:

- Post-Secondary education in finance, business, or office administration (or a comparable combination of education and related work experience)
- At least two years of relevant work experience would be preferred

**Salary scale for this position: \$48,834 - \$59,686 (Benefits include Medical and Pension Plan)**

A full description of the position can be obtained at the Municipal Office at 12548 Highway 217 in Seabrook.

This position is full time. The days of work for this position are subject to the four day work week schedule.

**Applications with cover letter and resume should be made to the attention of Cora Lee Ross, Director of Finance, and be submitted by email at [cross@digbymun.ca](mailto:cross@digbymun.ca), or dropped off at the Municipal Office, located at 12548 Highway 217 in Seabrook.**

We are an equal opportunity employer committed to diversity and inclusion. We welcome applications from all qualified candidates. Accommodations are available upon request to ensure equitable participation. We thank all applicants for their interest. But only those applicants selected for an interview will be contacted.

**Applications are due no later than 12 Noon on March 30, 2026**