



TWIN RIVERS

PLANNING DISTRICT & GROUP

EMPLOYMENT OPPORTUNITY

PART-TIME ADMINISTRATOR

(Position open until filed)

About Us:

Twin Rivers District is a partnership of municipalities formed in 2008 to promote collaboration and regional growth. Located between the North and South Saskatchewan Rivers, it focuses on planning, infrastructure, protective services, emergency preparedness, and major projects like a new hospital. Guided by a vision of a safe, prosperous region, Twin Rivers works through cooperative decision-making and continues to advance regional initiatives, secure grants, and build partnerships to strengthen investment readiness and community well-being.

Responsibilities

- Provide administrative and coordination support for Twin Rivers District Planning Commission and Group.
- Prepare agendas, attend meetings, record/distribute minutes, and maintain records for multiple committees and departments.
- Draft correspondence and manage communications between municipalities and external stakeholders.
- Research, prepare, and submit grant applications, including follow-up reporting.
- Support regional initiatives such as district planning, hospital project, emergency measures, investment readiness, safety programs, waste management, regional promotion, etc.
- Liaise with municipal administrators, consultants, and government agencies to ensure compliance with planning agreements.
- Maintain and update records and documentation related to inter-municipal collaboration.
- Perform additional duties as assigned by municipal CAOs and administrators.

Qualifications

- Post-secondary education in Administration, Business, Planning, or related field preferred.
- Experience in municipal government or planning and development is an asset.
- Strong computer skills (Microsoft Office Suite and web-based applications).
- Excellent written and verbal communication skills.
- Ability to work independently and manage multiple priorities.
- Grant writing and research experience is advantageous.

Position Details:

This position is a permanent part-time role, averaging 30 hours per month. The position is primarily remote, allowing you to work from home, with the expectation of attending all scheduled meetings, events, etc. as needed. This role may potentially transition into a full-time position based on organizational needs.

Hourly Wage: \$26.28 to \$30.21 (Based on experience & qualifications)



Apply Now

Send your resume with qualifications, experience, education, & 3 references to:

Cortney Larsen, CAO
Town of Rosthern
PO Box 416, Rosthern SK S0K 3R0
(306)232-4826
cao@rosthern.com



Full list of duties will be posted
on www.rosthern.com/p/employment

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