



Renfrew
Bridging Charm and Convenience

SUMMER EMPLOYMENT OPPORTUNITY
#26.10 – Records Management Clerk (1 position)
Department of Legislative Services & Council Relations

Description:

The Town of Renfrew invites applications for the position of Records Management Clerk. The duties of the Records Management Clerk include, but are not limited to, assisting with the organization's information and records management, archival and retention processes. The position will support the Town of Renfrew's compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) by collaborating with the Department of Legislative Services & Council Relations to implement records management standards. This role is highly active and hands-on, requiring full days of work. The successful candidate will work directly for the Department of Legislative Services & Council Relations and will integrate with all departments across the organization. The availability of this position is subject to funding approval by Town Council.

Qualifications:

- Enrolled in post-secondary education.
- Ability to communicate verbally and in writing with co-workers and the general public.
- Strong organizational skills with attention to detail.
- Basic proficiency in Microsoft Office (Word, Excel, Outlook) and Adobe.
- Ability to work both independently and as part of a team.
- Knowledge in municipal government, records retention, or information management will be considered an asset.

Rate of Pay/Hours of Work/Location:

- \$18.10 per hour (under review)
- 35 hours per week - Monday to Friday, 8:00 a.m. - 4:00 p.m.
- The employment term for this position will be 16 weeks from May through August.
- Renfrew Town Hall – 127 Raglan Street South, Renfrew ON

***Qualified applicants are invited to submit their resume, stating:
"Town of Renfrew - #26.10 Records Management Clerk"
by 4:00 p.m., Friday February 13th, 2026, to:***

Town of Renfrew, Attn: Compensation/HR Specialist
127 Raglan Street South, Renfrew, ON K7V 1P8
EMAIL: hr@renfrew.ca (in MS Word or pdf format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act