

## **JOB OFFER**

(Internal and External Posting)

### **Coordinator – Recreation, Community Life and Communications**

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Posting date : September 3, 2026

**Position type:** Temporary full-time management position (6 months, with possibility of renewal)

**Inspired by the well-being of our community, energized by community involvement, and passionate about bringing people together through meaningful projects? Would you like to put your creativity to work in creating a dynamic, inclusive, and welcoming community?**

The Municipality of Pontiac is located in the MRC des Collines-de-l’Outaouais. Adjacent to the City of Gatineau, Pontiac’s vast 447-square-kilometre territory is bordered to the south by the Ottawa River, which forms the boundary with Ontario. The Municipality has a team of more than 50 employees and a population of over 6,000 residents.

The Pontiac offers an attractive and picturesque living environment to its residents and the many seasonal visitors who frequent the shores of the Ottawa River and Gatineau Park. They greatly appreciate rural living at its finest while benefiting from the many advantages of being close to urban centres.

#### **Summary Description**

Under the authority of the Assistant Director General, the incumbent plans, organizes, coordinates, facilitates, and evaluates the various activities related to the services under their responsibility.

As a driving force within the community, the incumbent brings positive energy by developing a variety of initiatives that meet the needs and expectations of residents of all ages. Working closely with community stakeholders — volunteers, associations, and partners — the incumbent helps promote and strengthen community and recreational life while implementing effective communication strategies that foster a strong sense of belonging within our municipality.

Through an advisory role to the General Management and Municipal Council, the incumbent contributes to establishing priorities and strategic planning for activities related to recreation, community life, and communications.

#### **Summary of Duties and Responsibilities**

- Develops diverse recreational, sports, cultural, and community programs adapted to the needs of various age groups and focused on enhancing residents’ quality of life;
- Plans, organizes, coordinates, facilitates, and evaluates various camps and related activity logistics, including the reservation of municipal facilities and management of registrations;
- Works closely with activity leaders, volunteers, and local organizations to ensure the success and safe delivery of programs and events;
- Encourages citizen participation by actively promoting recreational opportunities and mobilizing community partners around collective projects;

- Develops and implements the Municipality’s overall communications strategy, including the creation of promotional content for activities and municipal administration through various digital and print channels;
- Establishes and maintains positive working relationships with sports, cultural, and community associations to support their activities and initiatives;
- Undertakes the necessary steps to obtain grants and complementary financial assistance;
- Prepares budget forecasts for the services under their responsibility, ensures the optimal use of resources, and provides rigorous budget monitoring;
- Recommends strategic directions, administrative policies, and recreational equipment needs to General Management;
- Represents the Municipality on committees and at meetings, conferences, and regional events related to their duties;
- Works closely with all municipal departments to support the organization’s overall objectives;
- Processes reservations and rentals for municipal buildings based on submitted requests;
- Performs any other related duties assigned by General Management.

### **Requirements and Qualifications**

- College diploma in Recreation Management and Intervention Techniques or a related field;
- Relevant experience related to the position;
- Any other combination of equivalent education and relevant professional experience may be considered;
- Excellent oral and written communication skills, along with a functional knowledge of English;
- Valid driver’s licence.

### **Personal Qualities, Skills, and Abilities**

- Demonstrates exemplary professional integrity and ethics in all interactions with participants and the community;
- Demonstrates a strong enthusiasm for promoting healthy lifestyles and building strong social connections;
- Proficiency with PDF-XChange, Facebook, Canva, Voilà, and WordPress;
- Strong project management skills, an excellent sense of partnership, and a natural ability to bring together diverse groups in an inclusive environment;
- Strong oral and written communication skills;
- Creativity, dynamism, autonomy, and sound judgment;
- Demonstrates thoroughness, a consistent commitment to high-quality work, and strong adaptability when faced with unexpected situations in an evolving work environment;
- Strong ability to manage stress.

### **Employment Status and Salary Conditions**

This is a temporary full-time management position, Monday to Friday, 35 hours per week (in-person only). The annual salary for this position in 2026 ranges from \$68,504.37 to \$85,552.57, in accordance with the Municipality’s current management compensation policy.

Benefits include a group insurance plan and pension plan with employer contributions.

This employment opportunity is open to both women and men, and the Municipality subscribes to the principle of employment equity.

### **How to Apply**

If you meet the qualifications for this position, please submit a cover letter and résumé, indicating “*Coordinator – Recreation, Community Life and Communications*” in the subject line of your email, no later than September 21, 2026.

Please address your application to Ms. Jocelyne Moskaluk, Assistant Director General at [dga@municipalitepontiac.ca](mailto:dga@municipalitepontiac.ca).

We thank you for your interest and will contact only those selected for an interview.

**Starting Date**

Following the adoption of a resolution by Municipal Council on October 13, 2026.