

## Employment Opportunity

Heritage Student (Summer)

**Department:** Corporate Services

**Reports to:** Manager of Corporate Services/Deputy Clerk (Manager)

**Status:** Temporary Contract (Summer 2026 - 12 weeks)

**Compensation:** \$17.90 per hour

**Hours of work:** 35 hours per week

**Location:** Township of Puslinch, Ontario

The Township is seeking an energetic and motivated individual to fill the position of Heritage Student. The Heritage Student will assist with the development of the Heritage Financial Incentive Grant Program Policy, enhanced documentation of properties to be designated on the Township's Heritage Register, promotion of the Heritage Plaque Program, and the collection and updating of the Township's barn inventory data.

### Key Responsibilities:

- Research properties included on the Township's Heritage Register and document their design features, historical/associative value, and contextual value to prepare property's Statement of Cultural Heritage Value or Interest.
- Collect images of design features for Township records and inclusion on the Digital Archive and Interactive Heritage Register Map by working with the County of Wellington Archives and municipal Heritage Advisory Committee
- Continue the implementation and communication of the Township's Heritage Plaque Program for designated property owners
- Develop and draft the Heritage Financial Incentive Grant Program Policy for designated property owners
- Conduct research regarding the impacts of having a Heritage Conservation District in Puslinch
- Review and update existing barn inventory, conduct follow-up research, and contact property owners to obtain updated information and pictures of barns in the Township.

### Minimum Qualifications:

The Township of Puslinch partners with Young Canada Works in Heritage Organization (YCWHO) to offer an employment program through which students may be eligible to apply if they:

- *are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);*
- *are legally entitled to work in Canada (have a valid social insurance number);*
- *are between 16 and 30 years of age inclusively at the start of employment; and*
- *are a high school, college, CEGEP or university student.*  
*Note: Priority will be given to students who have not previously participated in the YCWHO employment program.*
- Current full-time student in an accredited post-secondary program with a focus in public policy, public administration, communications, history, art history, library and information science, or a related field.
- Students must be enrolled full-time in a post-secondary institution during the 2025/2026 academic year (proof required) and must be returning to full-time studies in September 2026
- Excellent written, verbal, visual, and interpersonal communication skills.

- Strong organizational and problem-solving abilities.
- Proficiency with the Microsoft Office Suite.
- Interest in Ontario and/or local history, heritage preservation, and/or archival systems.
- Valid G or G2 driver's licence is an asset.
- Experience with graphic design and content management systems (e.g., WordPress) is considered an asset.

**Working Conditions:**

- General office environment.
- Local travel.
- Occasional exposure to conflict situations.
- Must be able to work after hours or when deemed necessary to meet deadlines and deal with crises

Applicants are invited to submit a cover letter and resume by no later than 4:00 p.m. on April 30, 2026.

**ATTENTION: HR Department**, Township of Puslinch, 7404 Wellington Road 34, Puslinch ON N0B 2J0. E-mail: [hr@puslinch.ca](mailto:hr@puslinch.ca) or F: (519) 763-5846. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance. If you require an accessible format, please contact [hr@puslinch.ca](mailto:hr@puslinch.ca).