



## **AMO Membership Services Advisor**

Interested in working for one of Canada's most influential public policy advocacy organizations? Is community building and advancing the interests of municipal government appealing to you? Are you interested in supporting AMO in its efforts to deliver premier events and training and to advance diversity and equity objectives in local government?

AMO is seeking a **Membership Services Advisor**

With a key role in the Membership Centre and working with all parts of the organization, the Membership Services Advisor:

- coordinates the development and delivery of AMO's broad program of events and training
- ensures that AMO's commitment to advancing values of equity, diversity and human rights are fully integrated into AMO events and training programming
- coordinates AMO Youth Engagement Strategy and Youth Fellows Program and AMO's *We All Win* initiative, promoting greater diversity in municipal elections and on Municipal Councils
- plays a key role in the development and delivery of AMO conferences

The Membership Services Advisor reports the Director of AMO's Membership Centre.

### **Qualifications**

The successful candidate will possess a master's degree from a recognized university in Business Administration, Economic Development, Public Administration, Policy or Economics, or related fields or equivalent combination of undergraduate university degree and experience.

Minimum of 5 years of progressive experience progressive work experience in not-for-profit organization, public or broader public sector organization in similar roles is required.

Minimum two years project management or project lead experience that resulted in thorough, organized work and timely outcomes and experience in creating and delivering unique and customized education / training using a variety of mediums.

This position is based in Toronto. AMO offers a competitive salary and benefit package including a defined benefit pension.

### **How to Apply**

Please apply in confidence to: [careers@amo.on.ca](mailto:careers@amo.on.ca) referencing in the subject line "Membership Advisor 2021".

Only those selected for an interview will be contacted. The Association of Municipalities of Ontario 200 University Avenue, Suite 801 Toronto, ON M5H 3C6 [www.amo.on.ca](http://www.amo.on.ca) Application deadline, December 2nd, 2021

**AMO**

The Association of Municipalities of Ontario (AMO) is a non-partisan, non-profit, membership organization representing Ontario's municipal governments. AMO supports and enhances strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario and Canada's political system.