



TOWN OF EASTPORT
Home of Fresh Air in a Sea Breeze

Hiring a Town Clerk/Manager

Eastport, population of 527, is located on the northeast edge of Terra Nova National Park, with its unequalled scenic beauty, has long been a tourist destination in the province of Newfoundland and Labrador. Providing the perfect setting for many activities, from frolicking in the surf, beachcombing, sunbathing, launching your kayak or canoe or simply sitting and glorying in the magnificence of the morning sunrise and evening sunset, the beaches of Eastport are absolutely a masterpiece of God's creation. Eastport Beach provides washrooms, showers and cookhouse facilities. Sandy Cove Beach is a wonderful area for spotting whales, seabirds and icebergs. Northside Beach has a freshwater brook, a great spot to cast a line and hope for perfect brook trout. High Tide Trail (part of the Damnable Trails Network) is accessible from Eastport Beach and is constructed of man-made and natural surfaces, stretches roughly 2 kms, along the shore, a short yet wonderful excursion. The Schoolhouse Pond Trail, assessable near the Peninsula Memorial Park and Playground is a moderately wet trail that provides ample opportunity to observe wildlife in its natural habitat, occasionally catching sight of a breaching trout. The majestic boreal forest surrounds Eastport. Abundant with wildlife, it provides photography opportunities and hours of berry picking fun. The beaches, trails and forests surrounding Eastport are a treasure chest of nature's beauty of its finest and it's waiting for you to come lift the lid and discover the treasures within.

Eastport is hiring a Town Clerk/Manager and is inviting anyone with a passion for local government and a desire to improve the lives of residents and encourage economic growth to apply. Reporting to Council, the Town Clerk/Manager is responsible to provide leadership for all day-to-day operations, prepare annual budgets, provide financial reports, manage employees, ensure the delivery of efficient and effective municipal programs and services, and provide timely and well researched advice to Council.

This is a fulltime position with competitive compensation commensurate with experience and qualifications and a competitive benefits package.

The Town Clerk/Manager will have minimum qualifications that includes a university degree or diploma in Business Administration, Public Administration or related academic education, together with a minimum of five (5) years progressive senior managerial experience. Experience or knowledge in mechanical or heavy equipment operations, capital works and infrastructure would be an asset. Proven interpersonal, written and oral communication skills are required. The successful candidate must be willing to live within a thirty (30) minute commute of Eastport.

If you are interested in an opportunity to expand your professional career to new levels of achievement, please submit a covering letter outlining how you meet the qualifications for this position and why you want to work for the Town of Eastport. Also. Please submit an Up-To-Date resume and at least two (2) professional references to:

**LW Consulting
36 Yetman Drive
Mount Pearl, NL, A1N 3A8**

Applicants are to submit their letter and resume electronically to lewisgerard47@gmail.com by 4:00 pm March 14, 2025.

We thank all applicants and advise only those considered for an interview will be contacted.