



Career Opportunity – External Posting

Marriage Officiant Legal and Legislative Services

Position Summary:

The Civil Marriage Officiant plays a pivotal role in wedding ceremonies by officiating legally recognized marriages as set out by the Marriage Act of Ontario. This role offers the opportunity to be part of a joyous occasion in people's lives. Due to the civil nature of the service, all marriage ceremonies are non-denominational, meaning that there cannot be any religious connotation to the ceremony.

Key Responsibilities:

- Ensure marriages are performed according to the requirements under Ontario's Marriage Act and other applicable laws.
- Ensure all legal requirements for marriage are met, including the timely completion and submission of marriage ceremony documentation to the Municipality.
- Confidently speak in front of small and large groups, creating a warm and engaging atmosphere.
- Stay informed on relevant laws, traditions, and trends in marriage ceremonies to offer innovative and inclusive services.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.

Qualifications, Knowledge, and Skills:

- Prior experience in public speaking, customer service, or related roles is preferred.
- Excellent verbal communication skills with the ability to engage and connect with diverse audiences.
- Expected to perform marriage ceremonies for people of diverse backgrounds including same-sex couples.
- Empathetic, patient, and capable of managing the emotions and expectations of couples and their families.
- Must be available to work weekends, holidays, and evenings, with the ability to travel to various locations within the region.
- Preference will be given to candidates who are fluent in Spanish, and/or multiple languages.

Wage Rate:

\$150.00 to \$245.00 per ceremony (2024 Rates)

Closing Date:

Applications must be received by 11:59 PM, Sunday, November 24, 2024.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761