



**Contract Opportunity
South Pender Island Local Trust
Committee
Minute Taker**

The Islands Trust has a contract opportunity for a minute taker on **South Pender Island**.

The successful contractor will be positive, professional, efficient, and detail oriented with strong listening and communication skills. A good working knowledge of computers and MS Word is required along with a minimum typing speed of 60 words per minute.

Preference will be given to applicants who are residents of the Island and have previous administrative and minute taking experience. Applicants must supply and maintain their own computer and internet connection. The successful contractor will be expected to produce minutes on a Windows PC and submit the product as a Microsoft Word Document. Responsibilities may also include posting and delivery of notices upon request.

Applicants can review the terms of our standard minute taking contract at <http://www.islandstrust.bc.ca/connect/bid-opportunities/>. For more information please contact Sharon Lloyd-deRosario at 1-250-405-5167.

To apply, email your resume and cover letter to: sloydderosario@islandstrust.bc.ca . Applications will be received until **May 26, 2016, at 10:00 am.**