



**Contract Opportunity
Gabriola Island Local Trust Committee
Minute Taker**

The Islands Trust has a contract opportunity for a professional minute taker to provide services to the Gabriola Island Local Trust Committee.

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 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 and submit minutes to the Islands Trust in a MS Word document. The hourly rate for preparing minutes is \$22.46. Responsibilities may also include posting and delivering statutory notices; the hourly rate for notice posting and delivery is \$19.00.

From time to time, the successful contractor may also be asked to prepare minutes for other Local Trust Committees, Advisory Planning Commissions or other Islands Trust meetings.

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 Penny Hawley at 250-247-2063.

To apply, email your resume and cover letter to: phawley@islandstrust.bc.ca. Applications will be received until **March 18, 2018**.