



Contract Opportunity Saturna Island Local Trust Committee Minute Taker

The Islands Trust has a contract opportunity for a minute taker on Saturna 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 reasonably good typing skills.

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 from Local Trust Committee Meetings on a Windows computer, laptop or tablet and submit the product as a Microsoft Word document. The hourly rate for recording and producing minutes is \$24.20. Responsibilities may also include posting and delivery of notices upon request; the hourly rate for this part of the duties is \$19.00. Subject to Local Trust Committee approval this position would also be appointed as the Secretary to the Saturna Island Advisory Planning Commission.

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 Jas Chonk at 1-250-405-5164.

To apply, email your resume and cover letter to: jchonk@islandstrust.bc.ca. Applications will be received until **March 31, 2021, at 4:30 pm**.