



Contract Opportunity Salt Spring Island Local Trust Committee Minute Taker

The Islands Trust has a contract opportunity for a supplementary minute taker on Salt Spring 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 and submit minutes as a Microsoft Word document.

Responsibilities may include preparing minutes for the Advisory Planning Commissions, Task Forces or other Islands Trust meetings as well as posting and delivery of notice upon request. The hourly rate for preparing minutes is \$24.60; the hourly rate for notice posting and delivery is \$19.50.

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 the Legislative Clerk at 250-537-9144.

To apply, email your resume and cover letter to: ssiinfo@islandstrust.bc.ca. Applications will be received until **the position is filled**.