



*"Serving the Municipality of South Bruce"*

## **JOB OPPORTUNITY**

Administrative personnel - **Casual position - approximately 120 hours/year**

*South Bruce Community & Business Association*

Located throughout the Municipality of South Bruce

### Responsibilities

- Prepare for meetings; agenda, and other necessary documentation as required
- Take minutes at monthly meetings.
- Assisting the committee with other duties as required
- Preparing content for social media platforms
- Tracking membership payments and updating the yearly directory.

### Job Brief

We are looking for a competent individual to provide administrative support in a well organized and timely manner. This position is to support the SBCBA committee, as well as it's membership in ways including but not limited to communication, organization and management of tasks and duties.

### Skills required

- Minute taking and agenda preparation.
- Proficient in Microsoft Word, Excel, and Powerpoint.
- Organizing meetings with the Chair (including the Annual General Meeting)
- Familiar with social media platforms.
- Providing correspondence with membership through email.
- Ensuring the membership list is kept current and track payments.

### Requirements

- Exemplary planning and time management skills.
- Ability to multitask and prioritize workload.
- High-level of verbal and written communication skills.
- Previous experience would be considered an asset.

Interested candidates can email resumes to [sbcba.secretary@gmail.com](mailto:sbcba.secretary@gmail.com)