

JV Clark School Council



EMPLOYMENT OPPORTUNITY

JVC School Council is seeking applications for a secretary/Treasurer Position – Paid \$150.00 per month

Requirements:

- 1) Preparation of agenda and minutes
- 2) Coordinating schedule and events as required
- 3) provide monthly financial statements
- 4) Attend monthly meetings
- 5) Process of payments, bills, etc.

DEADLINE TO APPLY: Thursday, October 4th, 2018

If you are interested, please forward your resume or letter of interest to JVC School Council P.O Box 38 Mayo, Yukon. Territory, Y0B 1M0

“Fostering the strength of our community through communication and education”