

**EMPLOYMENT OPPORTUNITY IN TAGISH, YT  
ADMINISTRATIVE SERVICES CONTRACT  
FOR TAGISH LOCAL ADVISORY COUNCIL (TAC)**

The Tagish Advisory Council is recruiting an individual to provide ongoing administrative support to the Council, reporting to the Council in general and to the Chair/Co-chairs in particular. Duties include:

- ✓ Preparing and distributing meeting agendas;
- ✓ Taking, transcribing, and distributing minutes of meetings;
- ✓ Receiving (picking up at postal box) and distributing all Council mail, both electronic and written;
- ✓ Maintaining a basic filing system;
- ✓ Maintaining/updating an electronic community mailing list;
- ✓ Maintaining a basic financial system as directed by Council and in consultation and cooperation with Community Affairs, Government of Yukon;
- ✓ Other related duties specific to TAC's administration needs.

Candidates should possess:

- ✓ Basic office management experience, including financial management;
- ✓ Experience using a variety of computer software, including Microsoft Word and Excel;
- ✓ Ability to work both with Council and independently to complete duties required by Council.

The Tagish Local Advisory Council meets once per month at the Tagish Community Centre. Time required to perform duties has been historically 10 – 20 hours per month depending on the activity of Council.

This position is a contract position, renewable on a yearly basis, and includes a three-month probation period. The contract may be terminated with one month's notice by either party. The contractor will receive a stipend of \$350.00 per month at the start of the contract.

Preference may be given to residents of Tagish and surrounding area. Applicants are invited to send their resumes to one of the following addresses:

Tagish Advisory Council  
PO Box 92, Tagish, YT Y0B 1T0

OR

[tacadmin@tagishyukon.org](mailto:tacadmin@tagishyukon.org)

For further information please contact Myron Penner at [pennercontracting@gmail.com](mailto:pennercontracting@gmail.com)  
Or Cheryl Goulet at [gouletrc@northwestel.net](mailto:gouletrc@northwestel.net).

Applications must be received by Council by 5 pm January 20, 2020