

JV Clark School Council



EMPLOYMENT OPPORTUNITY

JVC School Council is seeking applications for a Secretary/Treasurer Position – Paid \$200.00 per month

Requirements:

- 1) Attend monthly meetings
- 2) Minute taking and preparation
- 3) Process of honorariums, accounts payable, etc.
- 4) Prepare monthly and year end financial statements
- 5) Provide financial update at each meeting

DEADLINE TO APPLY: Friday November 13, 2020

School Council meetings: first Tuesday of the month at 6:30pm.

If you are interested, please send your resume to JVC School Council P.O Box 38 Mayo, Yukon. Territory, Y0B 1M0 or e-mail:

jvclark.school@gmail.com