

SAUGEEN MOBILITY

and REGIONAL TRANSIT

Are you detail-oriented and skilled at taking meeting notes? Saugeen Mobility is looking to hire a Recording Secretary!

Position Details:

- **Frequency:** 10 meetings per year
- **Start Date:** September 2024
- **Responsibilities:** Taking notes and producing minutes following each meeting
- **Pay:** \$125 per meeting for less than 1.5 hours and \$150 for meetings over 1.5 hours. This includes writing minutes after the meeting.

If you're interested, please send your resume to stephan@saugeenmobility.ca prior to June 30th, 2024. We look forward to hearing from you!