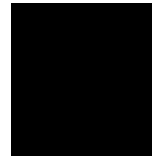


To provide effective and efficient administrative support functions to the Society. The coordinator will serve as the backbone of the Society, ensuring that the various components of the organization are kept informed and organized while carrying out the monthly work of the Society between meetings.

- Prepares agenda packages for the Board and General Meetings.
- Prepares outgoing communications and responds to incoming correspondence.



- Ability to work from a home office with limited direct supervision.
 - Proficiency in general office equipment and computer software applications, including Microsoft Windows and Microsoft Office Suite.
 - High level of interpersonal, communication and customer service skills.
 - Ability to prioritize workload, meet deadlines, be detail oriented and accurate.
 - Ability to learn quickly and adapt to a dynamic environment.
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- 250 hours per year at \$20 per hour – hours may vary from month to month.
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- Three-month probationary period
 - Office environment; works with computers and other office equipment
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- Essential functions may require maintaining physical condition necessary for performing prolonged sitting at computer work station or in meetings as well as occasional walking and standing
 - Potential for repetitive keyboarding
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- Submit a resume detailing your education and work experience with a cover letter explaining why you would be a great fit with the Zorra Caledonian Society to info@embrohighlandgames.ca by December 31, 2017.