

Dynamic, Efficient Secretary
Part time / Volunteer

The Secretary will:

- Take minutes at monthly Board meetings,
- Manage minutes, correspondence and COPKA files, and
- Maintain confidentiality.

Candidates should:

- Have excellent communication skills, both written and oral,
- Be organized and reliable,
- Have their own computer with Windows XP or later software.

Modest Time commitment: approximately 10 hrs / month, including monthly Board meetings.

For more information, call 613-757-3104. To apply for this position, please send your resume to COPKA, info@copka.ca.