THE TOWN OF THESSALON
requires a
THESSALON MUNICIPAL ECONOMIC DEVELOPMENT
COMMITTEE SECRETARY

Duties:

- preparation and distribution of meeting agendas
- recording and transcribing minutes
- carrying out the duties as directed by the Committee
- researching requested information as directed by the Committee
- other duties as assigned

The Committee meets approximately once a month and the position pays an honorarium of $75 per meeting.

Resumes marked "Thessalon Municipal Economic Development Committee Secretary" will be received until 3:00 p.m., November 10, 2022 by the undersigned:

Debbie Rydall
Clerk-Treasurer
Town of Thessalon
Municipal Office
P.O. Box 220, 187 Main Street
Thessalon, ON P0R 1L0
Fax: 705-842-2572, or
E-Mail: townofthess@thessalon.ca

Only those selected for an interview may be contacted.

In accordance with our Accessibility Policy, applicants with disabilities will be accommodated. You are encouraged to make any requests known to Human Resources in advance.