



All Genders  
Yukon Society

## Note Taker (Contractor) (Whitehorse)

### Overview

The Yukon Pride Centre is looking to contract the services of a note taker / minute taker for up to 2 committee meetings per month on an ongoing basis.

**Duration of contract:** 6 months with the possibility of extension, pending funding.

**Location:** Whitehorse

**Flat Rate Fee:** \$60 per meeting

**Equipment:** Employee will provide their own computer to complete the required tasks.

### Responsibilities include:

- Attend and take formal notes / minutes of Yukon Pride Centre Coalition Meetings.
- Recording action items and committee motions.
- Sending minutes, action items, and motions, to committee members within 48 hours of the meeting.
- Maintaining confidentiality of all business relating to the committee and its members.

### The ideal candidate will have:

- A strong knowledge of or first-hand experience with the LGBTQ2S+ community
- Basic familiarity with Gmail, Google Drive and Zoom

### Meeting Details:

- Meetings are typically held twice per month on the second and fourth Tuesday of the month.
- Meetings may last up to 2 hours.

### Employment Equity:

Queer Yukon Society and All Genders Yukon Society encourage applications from Yukoners and members of the LGBTQ2S+ community, including but not limited to: People of Colour, women, two spirit / indigiqueer people, trans/non-binary people, francophones, and people with disabilities.

**Apply no later than:** September 17, 2020.

**Additional Instructions:** Please include a **resume or a letter** explaining how your skills and experience make you a good fit for the position. Please send your resume or letter to the Human Resources Committee at: [work@queeryukon.com](mailto:work@queeryukon.com). Be sure to include "Note Taker" in the subject of your email.