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| **HELP WANTED: Administrative Assistant** | **Job Role:** The Administrative Assistant ensures the daily and yearly routine tasks of the organization; and projects, as assigned. Knowledge of marketing, book-keeping, report writing, grant applications, meeting protocol, etc. Knowledge of Microsoft office suite, and Wordpress is helpful. Flexibility in work schedule, avg. 8-10 hours/week. Year-round position.  **To apply:** Please send a cover letter & resumé to karen@hiceec.org |
| **Join a dynamic team** | **Communications Director**  In-house, hours range seasonally  Winter work is more plentiful than summer, with the production of the Hornby Denman Visitor Guide.  Other projects include website maintenance, client service, public relations, and social media management, avg. 4 hours/week on a year round basis.  **To apply:** Please send a cover letter & resumé to karen@hiceec.org |
| A picture containing text  Description automatically generated  **Book Keeper** | **Book Keeper**  In-house, 4 hours/week, year-round position  **Job Role:** Bookkeeping and ancillary office duties. Working with support from HICEEC’S Chartered Accountant Treasurer. Wages commensurate with skill set.  **To apply:** Please send a cover letter & resumé to karen@hiceec.org Deadline: August 31, 2021 |
| SKILLS TRAINING OPPORTUNITY  **TRAINING FOR BUS DRIVERS** | The **Hornby Island Bus Steering Committee** is interested in hearing from anyone that would like assistance in training to becoming a professional bus driver, FOR OUR COMMUNITY BUS. There are seasoned veterans available to help with theory, and practical experience, and provide a bus for the road test.  [www.hornbybus.com](about:blank) Please contact karen@hiceec.org |

**HICEEC IS HIRING – YEAR ROUND POSITIONS**

**Note: Consideration will be given to hiring the same person for multiple positions. Many thanks for your expressions of interest.**