

Blaine Lake Community Association Job Opportunity

Secretary/Treasurer Position

The BLCA is currently seeking an outgoing individual to manage our Recreational Program. This person will be responsible to ensure that the policies and procedures of the Blaine Lake Community Association (BLCA) are carried out.

QUALIFICATIONS: ability to work with the public; strong written, verbal and interpersonal skills, strong management skills; accounting /bookkeeping an asset; strong organizational skills; ability to work with a board of directors; and ability to work flexible hours. Resume including references and cover letter must be received by no later than 4pm on Monday September 25, 2017. Submit by mail to PO Box 313, Blaine Lake, S0J 0J0 or by email to blca@sasktel.net. Or fax to 306-497-2511 or by calling the BLCA office at 306-497-2222. We thank all applicants for their interest; however, only those being considered for an interview will be contacted.