

Local Employment Opportunity

Position:

Project Manager, one year contract

Purpose of Position:

The Nuclear Waste Community Liaison Committee (NWCLC) formed by the Municipal Council of the Township of Hornepayne will be working with the Community and NWMO as they go through the APM (Adaptive Phase Management) process to find a willing suitable site for used nuclear fuel

Working Hours and Wages:

20 hours per week which includes hours required to attend meetings, approximately \$22.00 per hour.

Scope of Position:

Under the direction of the Nuclear Waste Community Liaison Committee (NWCLC) the Project Manager will be responsible for all communications, organization and coordination of activities identified by NWCLC. As the sole employee for the NWCLC, must be able to work independently without supervision and carry out the functions requested by the NWCLC. Attend meetings of the NWCLC and ensure project remains on schedule.

Knowledge and Skills:

Minimum of 2 years experience in an office environment, which should also include dealing with the Public. Minimum level of education acceptable is high school diploma. Excellent computer knowledge and skills is a must. Previous experience taking minutes and preparation of minutes would be an asset. Bilingual in English and French would also be an asset

Reporting Relationship:

Report to the Nuclear Waste Community Liaison Committee (NWCLC)

Working Conditions:

Work from your home, provide computer, printer, internet and phone service for the completion of their duties.

Working Relationships:

Work with NWCLC and provide verbal and written information on your activities, discuss plans, priorities and operational activities with NWCLC.

Starting Date:

Approximate starting date February 13th, 2012

Detailed resumes including references are to be submitted by 4:00 pm on Friday, January 27th, 2012 to the following:

Jon Peroff
P.O. Box 780
Hornepayne, Ontario POM 1Z0
e-mailed resumes will also be accepted at j.peroff@jackfishriver.ca

Any questions regarding this employment opportunity may be directed to Jon Peroff at 1-807-868-2370 ext. 224

nwclcposting