

EMPLOYMENT OPPORTUNITY
TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADDITIONAL
ADMINISTRATIVE ASSISTANT

Job Description

The successful candidate will be working in all areas of Municipal Administration including Accounts Payable/Accounts Receivable, Communication and Customer Service, Reports, Website Maintenance as well as assisting the Clerk and Treasurer. This is a full time 37.5 hours per week position.

Qualifications

- College Diploma in Administration, Accounting, Planning, Municipal Administration Program or related field
- Proficiency utilizing various software programs including accounting, word processing, cemeteries, etc.
- Knowledge, understanding and the ability to interpret relevant legislation and regulations
- The ability to work independently as well as collaboratively as a member of a team
- Exercise sound reason and judgement
- Excellent organizational, time management, communications and interpersonal skills

Application Deadline: Monday August 12, 2019 at 4:00 p.m.

Please Mail or bring your Resume & Cover Letter to:

Township of Macdonald, Meredith & Aberdeen Additional

208 Church St. P.O. Box 10, Echo Bay, ON P0S 1C0

Fax – 705-248-3091

Email: twpmacd@onlink.net

Attention: Lynne Duguay, Clerk Administrator

Visit echobay.ca for a full detailed job description or pick up at the municipal office.

Only those applicants selected for an interview will be contacted.

The Township of Macdonald, Meredith & Aberdeen Additional is an inclusive employer.

Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.



DIABETES SELF-MANAGEMENT WORKSHOP
North Channel Nurse Practitioner Led Clinic



Starting Monday, Sept. 9th to Monday, Oct. 21st, 2019 from
1:30pm-4:00pm

Improving Health: A self-management program for people living with Diabetes. Would you like to know how to better manage your own health? Do you have Diabetes? Self-management for people with Diabetes can help you learn to live a healthier life!

What is a Self-Management Program?

This six session workshop is designed for people living with Diabetes. The program can help you:

- Better monitor your Diabetes and blood sugars.
- Learn how to eat healthier
- Deal with stress and depression.
- Start to become more active and/or maintain an exercise program
- Develop problem-solving skills
- Communicate with family/friends/health care providers
- Foot Care
- Get more out of life!

Workshop Features:

- Offered free of charge
 - Taught by two trained leaders through Health Science North in Sudbury, one or both of whom have or deal with diabetes.
 - Registration is required as each workshop size is limited
- Offers a variety of skills so people can choose the ones they want to use

Who can take part?:

Anyone with diabetes is welcome, and feel free to bring a family member or friend. The program has been helpful for people or care givers dealing with diabetes.

Call to Register: 705-842-9898: Tanya Allen x. 202