

# Secretary of the Board

**Location:** Rural Municipality of Edenwold No. 158, Saskatchewan

**Employment Type:** Contract

**Department:** Administration



## About Us

The RM of Edenwold is a growing municipality that combines rural charm with modern opportunities. Our team plays a key role in supporting vibrant communities, thriving agriculture, and dynamic business districts. Located along major highways, we're a hub for development and innovation—making your work impactful and rewarding.

## Role Overview

The RM of Edenwold is seeking a detail-oriented and organized individual to serve as Secretary for the Board of Revision and Development Appeal Board. This position plays a key role in supporting the boards by ensuring accurate documentation, compliance with legislative requirements, and smooth meeting operations. In addition to serving our municipality, the Board also hears appeals on behalf of several other municipalities, making this role integral to regional governance and collaboration.

## Key Responsibilities

- Review Notices of Appeal for completeness and accuracy.
- Notify respondents of any appeals received, clearly outlining the status of the appeal, the grounds for appeal, and the property under appeal.
- Serve Hearing Notices and ensure appropriate appeal fees are received by the municipality.
- Maintain and update records, ensuring all parties to the appeal receive copies of all documentation filed with the Board, including assigned exhibit numbers.
- Prepare and distribute official Board Orders as required.
- Record and maintain accurate minutes of all board meetings.
- Schedule hearings and coordinate logistics, including communication with board members and all parties to the appeal.
- Prepare and distribute meeting agendas and notices in accordance with legislation.
- Coordinate court reporting services and submit transcription requests when necessary.
- Assist in preparation of decisions and ensure proper filing of official records.
- Maintain confidentiality of sensitive information and ensure compliance with legislative requirements.
- Provide administrative support to the Chair and board members as needed.
- Travel to Emerald Park, SK for hearings and meetings as required.

## **Education & Qualifications**

- Post-secondary diploma or certificate in administrative studies, office administration, legal studies, or a related field preferred.
- Minimum 1–3 years of administrative or secretarial experience, ideally in a municipal, legal, or board support environment.
- Knowledge of municipal legislation related to boards and appeals is an asset.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and virtual meeting platforms.
- Experience with minute-taking, agenda preparation, and records management.
- Familiarity with board governance software or document tracking systems is an advantage.
- Exceptional organizational and time-management skills with strong attention to detail.
- Excellent written and verbal communication skills, including ability to prepare legal-style documentation.
- Ability to interpret and apply legislation and procedural rules.
- Professionalism, discretion, and sound judgment when handling sensitive information.
- Must provide own reliable vehicle for travel, hold a valid Class 5 driver's license, and have access to a computer and high-speed internet for document preparation and communication.

## **Compensation**

Competitive compensation will be determined by qualifications and agreed upon during the contract negotiation process.

## **How to Apply**

Qualified candidates should submit a resume and cover letter to the RM of Edenwold No. 158 by:

- **Email:** [info@edenwold-sk.ca](mailto:info@edenwold-sk.ca)
- **Mail or In-Person:**
  - RM of Edenwold No. 158  
100 Hutchence Road  
Emerald Park, SK S4L 1C6
- **Fax:** 306-347-2970

Applications will be accepted until **4:00 p.m. on Wednesday, February 11, 2026**

*We thank all applicants for their interest; only those selected for an interview will be contacted.*