



TANTRAMAR  
• SENIORS COLLEGE •

Tantramar Seniors' College invites applications for the position of part-time Coordinator. This position, based in Sackville, N.B., provides administrative and coordination support to the TSC President, Board of Directors, and four Regional Committees by managing membership, coordinating registration, transmitting information, facilitating Board and committee work, and keeping College records. Hours of work vary from week to week, with an average of 10-20 hours per week, and at an hourly rate of \$18. A certain amount of travel within the region will be necessary, especially during registration periods, so possession of a suitable vehicle would be an asset.

The Tantramar Seniors' College Inc. is an incorporated, non-profit organization. It is a volunteer, seniors-governed, locally operated, and membership-based organization providing non-credit courses for all seniors. The purpose of the College is to enhance the quality of life for seniors in southeastern New Brunswick and northwestern Nova Scotia by providing peer learning educational opportunities in a comfortable and affordable environment.

It is hoped that the individual selected ideally would be available to start December 10, 2018, to work alongside the current coordinator for a brief transition period to play a significant role in Winter Registration preparation, after which the new coordinator would assume the full range of duties and responsibilities associated with the position.

Résumés should be sent to the Tantramar Seniors' College, Box 6324, Sackville N.B. E4L 1G6 or [tsccordinator@gmail.com](mailto:tsccordinator@gmail.com), before November 30, 2018. Further information, including a detailed job description, may be obtained from the President, Heather Patterson, at [hpatters@mta.ca](mailto:hpatters@mta.ca)