



Naut'sa mawt Resources Group  
11121 Jesken Road, Mill Bay, BC V0R 2P4  
P: 604.943.6712 | TF: 1.888.382.7711  
[www.nautsamawtresources.com](http://www.nautsamawtresources.com)

## Job Description:

Notetaker, Naut'sa mawt Event Management

### Summary:

Guided by values deeply informed by our Indigenous roots, Naut'sa mawt Event Management offers event management services that are inherently culturally safe and respectful, while priding ourselves on the continual and respectful integration of Indigenous cultural activities and ceremonies in the events we manage.

Many of our clients require detailed records of their meeting proceedings be kept. As a notetaker, you will be responsible for creating these detailed meeting records for corporate, government and community meetings.

Working under guidance of the Reporting Manager, you will be offered both in-person and virtual meetings covering a diverse array of topics. You will be responsible for attending these events, taking accurate and detailed notes of their proceedings, and compiling and delivering your notes as well-edited and succinct summaries. Additional responsibilities include the creation of edited transcripts, as well as identifying any in-meeting actions and decisions. This role requires a proficiency in typing, strong critical thinking skills, as well as excellent grammar, editing and spelling skills. The ability to complete tasks in a timely fashion and meet quick turnaround times is a must.

This is a part-time, casual, contract position. It is a great opportunity for someone who has extra time during the day, Monday to Friday. Due to varying meeting times, flexible working hours are an asset. Occasionally we facilitate meetings outside of Metro Vancouver, as such openness to travel within BC and Alberta is also an asset. Please note that successful candidates will be required to sign Non-Disclosure Agreements.

In addition to your resume and cover letter, please send a short sample of writing you feel demonstrates your capacity for clear and effective communication to [samueld@nautsamawt.com](mailto:samueld@nautsamawt.com).

### Responsibilities:

- Attend in-person and virtual meetings
- Create accurate and detailed summaries of meeting procedures
- Thoroughly proofread and edit all notetaking work before submission
- Turnaround all documents in an efficient and punctual manner
- Conform to internal company writing and formatting guidelines
- Remain open to feedback and corrections on notetaking work

### Education and Professional Experience:

- A bachelor's degree or equivalent experience



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- Familiarity with Zoom and Microsoft Teams
- Experience working with Indigenous communities is considered an asset
- Previous notetaking experience is considered an asset

**Knowledge, Skills, and Abilities:**

- Proficient typing skills
- Excellent grammar, editing and spelling skills
- Proficient in Microsoft Word and Excel
- Strong critical thinking and critical listening skills
- Ability to consistently meet deadlines
- Excellent interpersonal and communication skills, both written and spoken