

CSHM/SCHM IS LOOKING FOR A SECRETARY

Your Society needs help communicating with membership and keeping our records! We want to continue putting out social media and posting regular news and conference updates on our bilingual website, but this has significantly increased the workload of our secretary-treasurer. In response, we decided to split this position in two and are looking for a SECRETARY to join our executive board and take responsibility for the following tasks:

- Sending membership emails
- Creating social media content
- Updating the website annually for Segall prize and Hannah Studentship awards
- Posting “News” updates on our website
- Prepping for the AGM; minute-taking at the AGM and board meetings
- Archiving documents in our new online repository

Competency in French and English would be an asset for this work.

Apply to join our team by emailing Courtney.Mrazek@smu.ca by 26 September 2025.