The Minnesota Statewide Independent Living Council (MNSILC) is hiring a minute taker for MNSILC meetings.

MNSILC meetings are generally held eight times a year on the second Thursday of the month. These meetings are in the Saint Paul metropolitan area from 9:00 a.m. - 2:30 p.m. At least one meeting is held outside the Twin Cities area and is a two-day meeting. The minute taker may need to be available for other events that MNSILC may decide to hold.

The minute taker reports to the MNSILC coordinator. The minute taker supplies their own computer and equipment for note-taking and is responsible for their own travel expenses, except when their presence is required outside of the Twin Cities metropolitan area. The minute taker must have internet access.

If not already conversant in the language and acronyms of Independent Living and general disability issues and groups, the minute taker is expected to quickly learn these.

**Duties:**
- Attend all MNSILC meetings and take minutes.
- Review, edit, and format minutes in accordance with MNSILC requirements.
- Send meeting minutes to the Secretary and Coordinator within five (5) days of the meeting; edits or changes need to be completed within 2 days.

**Skills and Abilities:**
- Exceptional listener;
- Detail-oriented;
- Accurate note-taker;
- Analyze and summarize conversation accurately;
- Dependable, timely; and
- Proficient in Word and typing.

**Compensation:** Compensation at a rate of $18.91 will be based on hours of service. The individual will be responsible for food, mileage and other miscellaneous items. Overnight accommodations to attend meetings outside the Metro area, will be reimbursed for actual expenses.

**To Apply:** Submit a cover letter and resume to Jo Erbes at mnsilc1215@gmail.com by May 1st.