

Administrative Assistant

Part time position working for the Town of Weston Selectboard, including preparing agendas for meetings; posting notices; responding to phone calls and emails; meeting and assisting members of the community; researching issues; typing and mailing correspondence; keeping files; assisting the Road Foreman with clerical duties. Flexible hours (15 – 20 per week), Monday through Friday, mornings preferred. Experience with Microsoft Word, Excel, and email required. Compensation will depend on experience.

Please send resume and references to Town of Weston Selectboard, PO Box 98, Weston, VT 05161 or email to clerk@westonvt.org. Town of Weston is an Equal Opportunity Employer.