

Select Board Administrative Assistant

Part time position assisting the Town of Mount Holly Select Board with day-to-day operations to include: reviewing and responding to mail, email, phone calls; reviewing and preparing invoices and staff time sheets for payment; preparing and posting meeting agendas and minutes; posting notices; researching issues and grant opportunities; maintaining files and documents. Flexible weekdays and hours, 20-40 hours per month. Proficiency with computers and Microsoft Word, Excel and email required. Compensation dependent upon experience. Additional information at: mounthollyvt.org/announcements-bulletin-board/appointments-openings/

Please send resume to Town of Mount Holly Select Board, PO Box 248, Mount Holly, VT 05758 or email to mounthollyselectboard@gmail.com. Resumes will be accepted until position is filled. The Town of Mount Holly is an Equal Opportunity Employer.