

Town of Londonderry, VT

Job Opening – Minutes Taker

The Town of Londonderry, Vermont is accepting applications for a new part-time (~10 hours per month) position for a person to take minutes for Selectboard meetings and other board and commission meetings as assigned. In-person meeting attendance is preferred, but remote attendance (either real-time or viewing video recordings of meeting) is acceptable. Meetings are normally held in the early evening with occasional daytime meetings, and the job requires timely drafting of accurate, thorough and informative minutes.

Job description and required application form is available on the Town web site: www.londonderryvt.org. The position is open until filled, and the Town of Londonderry is an equal opportunity employer.