

## Town of Pownal – Open Position

### Administrative Assistant

The Town of Pownal is seeking a part-time Administrative Assistant, flexible hours, some work from home. Starting pay \$16-18/hour depending on experience. Must be computer efficient and have administrative experience. Some duties will include payroll, AP, utility billing and other administrative duties. Send cover letter and resume to [executive.assistant@townofpownal.org](mailto:executive.assistant@townofpownal.org) by April 13, 2022.