

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. Requires attendance at evening and occasional daytime meetings and 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 starting date is after 6/30/2023, and the position is open until filled. The Town of Londonderry is an equal opportunity employer.