

Selectboard Administrative Assistant (SBAA)
Town of Weston

General duties working for Selectboard: preparing agendas, meeting minutes, posting them and other notices; responding to phone calls/emails; assisting members of the community; researching issues; correspondence; filing; assisting Road Foreman with clerical duties. Flexible hours - minimum two per day, Monday-Friday, mornings preferred. Experience with Microsoft Word, Excel, email required.

Optional additional duty: Grant Writing for road and bridge maintenance, watershed management, and flood control. This function can be included in SBAA's responsibilities. If Grant Writing is included additional hours will be required.

Compensation depends on experience and duties undertaken. Send resume and references: Town of Weston Selectboard, PO Box 98, Weston, VT 05161 or email to selectboard@westonvt.org. Interviews will be scheduled starting February 25, 2020. Town of Weston is Equal Opportunity Employer.