

Employment Opportunity

The Town of Sandisfield is seeking applicants for the position of part time Administrative Assistant (AA) to the Planning Board.

The primary duties will involve assisting the Planning Board by attending meetings, writing and distributing meeting agendas and meeting minutes and posting them to the Town website, returning phone calls and performing other administrative duties as may be required.

Meetings are typically held monthly, usually the second Tuesday evening of the month. A working knowledge and familiarity of Microsoft Word and use of their own computer are required.

The position is for approximately 6 - 8 hours per month. Pay is \$1,500 per year.

If interested in this role, submit the Town's employment application to:

Town Manager, P. O. Box 90, 66 Sandisfield Rd., Sandisfield, MA 01255

Or email a completed application to: townmanager@sandisfieldma.gov