

Town of Searsmont

Seeking to hire an **Assistant to the Planning Board**. This is a part-time position.

Duties include:

- Preparing and distributing agenda and meeting packets to Planning Board members
- Attend, record, and transcribe meeting minutes
- Prepare correspondence as directed by the Planning Board Chair
- Maintain accurate files
- Other tasks as assigned

Skills required:

- Accuracy and attention to detail
- Proficiency with use of email for communication and document exchange
- Ability to effectively set up and administer online meeting software (ZOOM)
- Ability to work with minimum supervision

A detailed job description is available at the Town Office

Submit a letter of interest and resume to:

Selectmen

Town of Searsmont

PO Box 56

Searsmont, ME 04973