

## **JOB POSTING**

### **Community Preservation Committee Administrative Assistant**

#### *Town of Sunderland*

The Town of Sunderland is seeking qualified applicants for the part-time non-benefited position of Community Preservation Committee Administrative Assistant. The Community Preservation Committee Administrative Assistant is appointed by the Board of Selectmen, and works under the policy and administrative direction of the Community Preservation Committee. The position is responsible for assisting the Community Preservation Committee in the discharge of its duties including financial and accounting support, research and information seeking, communications, and project support. Some evening and daytime availability and attendance at all Community Preservation Committee meetings is required. Familiarity with the Community Preservation Act, municipal policies, procedures, and demonstrated experience in office administration, preferably in a municipal setting is preferred. Salary for this non-benefited 15 hour per month position is \$ \_\_\_\_\_ per hour. Work schedule flexibility is subject to the approval of the Community Preservation Committee Chair. Application and complete job description are available at [www.townofsunderland.us](http://www.townofsunderland.us). Send application and resume with cover letter to Sunderland Community Preservation Committee, c/o Town Administrator, Town of Sunderland, 12 School Street, Sunderland 01375, or email application, resume and cover letter to [selectmen@townofsunderland.us](mailto:selectmen@townofsunderland.us). Position is open until filled.

*Sunderland is an EEO/AA employer*