

SELECTBOARD OFFICE ASSISTANT JOB OPENING

SUMMARY OF POSITION

The Isle La Motte Selectboard is looking for a detail-oriented, reliable person to hold the Selectboard Office Assistant position to provide support to the Selectboard in the Town Office. This position will work with the Board Clerk, the Selectboard, and others as required or assigned, and reports to the Selectboard.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Work closely with the Board Clerk to identify action items from previous and upcoming meetings and other projects and follow up on select action items as needed (ex: sending in ads for the Islander, filing reports and grant documents, making follow-up phone calls, etc)
- Work with the Selectboard to maintain filing system for contracts, agreements, grants, reports, roadwork documents, etc
- Work with the Selectboard to update and manage all aspects of town website
- Assist Selectboard with generating and organizing grant reporting documents
- Assist/support road commissioner/Selectboard with, but not limited to:
 - purchasing supplies, filing documents, sending signed contracts to grantors
 - generating and organizing grant reporting documents and maintaining accurate files
 - receiving, recording, and conveying incoming road complaints or issues
- Assist Selectboard with other tasks as required or assigned.

DESIRED QUALIFICATIONS, ABILITIES AND SKILLS

- Extremely detail-oriented and organized
- Knowledge of filing systems and competency in use of Google Docs and Microsoft Office
- Knowledge of, or willingness to learn how to use WordPress (our website platform)
- Able to work with minimal supervision
- Desire to provide excellent support for town taxpayers

WAGES AND COMPENSATION

The position is budgeted for \$15-\$30/hr, dependent on experience. Hours may be negotiable, with at least 15 hours per week desired to start. Hours may fluctuate depending on time of year and workload. Paid training will be provided.

Those interested please submit a letter of interest, resume, qualifications, and reasons for your interest in the position to the Isle La Motte Selectboard no later than 4:00 PM on Tuesday, June 3, 2025. Candidates should plan to attend a special meeting of the Isle La Motte Selectboard at 6:00 PM on Wednesday, June 4, 2025.

Applications can be emailed to the Selectboard Clerk: sbclerk@islelamotte.gov, mailed to the Town Office at P.O. Box 250, 42 School St. Ext, Isle La Motte, VT 05463, or dropped off at the Town Office in person at 42 School St. Ext.