



Town of Thetford • PO Box 126 • Thetford Center, VT 05075 • (802) 785-2922

Town of Thetford, Vermont Selectboard Assistant Part-Time Position

Primarily responsibilities involve providing recording secretary duties at Selectboard Meetings on Monday nights, updating the town's website, and general administrative support to the Selectboard. Resumes and Applications will be accepted at the Thetford Town Hall or via e-mail to selectboardassistant@thetfordvermont.us. The position is part-time (approximately 8 to 12 hours per week) with no benefits offered. The position shall remain open until filled. The Town of Thetford, VT is an Equal Opportunity Employer (EOE).