



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

TOWN OF THETFORD SELECTBOARD ASSISTANT POSITION

The Town of Thetford, VT is accepting applications for a part-time Selectboard Assistant.

The Selectboard Assistant attends weekly Selectboard meetings and takes the Minutes, posts agendas, assists Town Commissions and Committees post on the Town Webpage, in accordance with Vermont Open Meeting Laws, and other duties for the Selectboard.

Applicants should be proficient with Microsoft Office Products, Web Page formatting and Email.

A minimum of a high school diploma is required.

The Selectboard position is a part-time position of 8 to 10 hours per week.

Applications can be found on the Town webpage www.thetfordvermont.us under Town Documents.

Send letters of interest, application, and resume to Selectboard@thetfordvermont.us

Or mail to Thetford Town Hall PO Box 126 Thetford Center VT 05075

