

HELP WANTED

Part-Time Administrator for Sharon ARPA Advisory Committee

Job Title: Administrator-Sharon ARPA Advisory Committee

Position Type: Part-time, temporary town employee, position anticipated to last 2 years

Hours: Anticipate 16-25 hours/month, as work requires. Hours are flexible except Administrator must attend twice-a-month meetings of Committee from 6:30-8pm on the 1st Wednesday and 3rd Monday of each month.

Start Date: as early as October 13, 2021

Duties: Take minutes at committee meetings. Circulate draft minutes for review by committee members within 24 hours of a meeting. Send approved minutes in a timely manner and in accordance with Town rules for posting on Town website/Committee website (if applicable). Send meeting notices and agendas in accordance with Town rules to Committee members, local media, the Town Clerk for posting on the Town website, and post notices on the Sharon Community Facebook page. Assist Committee members with research, communications and administrative support, as needed. Assist Committee Co-Chairs and Town Treasurer with managing approved Committee expenses and preparing annual reports in accordance with U.S. Treasury regulations.

Compensation: \$16-20/hour, depending on experience. Paid every two weeks. Not eligible for benefits.

Requirements: Demonstrated proficiency in taking meeting minutes. Access to a computer and internet connection fast enough to participate in meetings via video conference (i.e., Zoom). Proficiency with Word, Excel, posting on Facebook, sending/receiving emails and texts, and researching topics online.

To apply: Send resume and cover letter to the Sharon Selectmen's Office, PO Box 385 or drop it off at the Selectmen's office at 63 Main Street.

Application deadline: Oct. 1, 2021 by 4 pm