

PARKS & RECREATION ADMINISTRATIVE ASSISTANT

The Town of Auburn, NH is seeking a part-time "hands on" administrative assistant for the Parks & Recreation Commission. The position is responsible for coordinating and organizing various events and programs offer by the Commission; manage the parks and recreation budget and finances; coordinating schedules for the use of various parks and recreation properties; performing administrative and clerical duties in support of the Commission, including taking minutes at their monthly meetings; plan, schedule and organizing two Senior Citizen recreation trips per year; maintain and update the Parks & Recreation web pages; writes monthly article for Auburn Village Crier; prepares annual reports, and other similar duties. The position is planned for 15 - 20 hours per week with office hours to be scheduled on two or three days, with the balance attending evening meetings or events. The ideal candidate shall have a strong customer service orientation, be able to multi-task and coordinate between volunteers, officials and the public, and have a minimum of three years of experience, preferably in a municipal setting. Submit cover letter and resume to: William Herman, Town Administrator, PO Box 309, Auburn, NH 03032, by the end of business January 9, 2017. EEO

December 14, 2016