

NOTICE

TOWN of EAST MONTPELIER, VERMONT MUNICIPAL COORDINATOR JOB OPENING

The Town of East Montpelier is seeking an organized and motivated candidate to serve as our Municipal Coordinator. The current Municipal Coordinator is moving out of the state to be closer to family. This is a full-time position. Pay is commensurate with knowledge and experience with a generous benefit package. Town residency is not required.

The Municipal Coordinator supports the town office and public works team. This position is a key role requiring excellent customer service skills. Daily tasks include responding to customer inquiries, organizing mail, ordering of office supplies, office management, IT support, zoning permit data entry, maintaining official municipal records, issuing various licenses and documents, supporting elections, accounts payable entry and check processing.

A high school diploma with two years of office administration or an associates degree is preferred. Knowledge of municipal government and highly proficient computer skills is a plus.

For consideration, submit a cover letter, resume detailing work history, and names of three references by **5:00 p.m., Thursday, February 15, 2024**, to the Town Administrator at:

P.O. Box 157, East Montpelier, VT 05651
(802) 223-3313 x 204
manager@eastmontpeliervt.org

For more information, including a job description, please visit the town website at <https://eastmontpeliervt.org/municipal-coordinator-job-opening/> or contact the Town Administrator using the options listed above. East Montpelier is an Equal Opportunity Employer.