

EAST AMWELL TOWNSHIP

1070 Route 202/ 31

Ringoes, NJ 08551

908:782-8536 x 19

908:782-1967 – fax

January 18, 2018

JOB POSTING

Recreation Committee Secretary

Job Description: Secretarial Services for the East Amwell Recreation Committee. This employee is responsible for noticing meetings, agenda preparation, recordings at the monthly meetings, preparing minutes and some correspondence, record management, filing and scheduling/ assisting with special activities. Average of 5 -6 hours per month.

Salary Range: Range is \$11.01 – 22.98 per hour for part time position without benefits.

You may request an application and job description by email sent to tstahl@eastamwelltownship.com or by mail at 1070 Route 202/ 31, Ringoes, NJ 08551 and, if interested, provide an application and resume (optional). Job posted until position is filled.

