HELP WANTED
TOWN OF WASHINGTON
Community Services Assistant

The Town of Washington is seeking a part-time (15 hours per week) assistant to the Community Services Director. Duties would include assistance to the Director and to the public: assisting with coordination of annual events, assisting with running events and programs for the Senior Center and Parks and Recreation Commission, overseeing transportation schedule for seniors, etc. A knowledge of general office skills, computer programs and organizational skills is a must, as well as strong interpersonal phone skills and the ability to communicate with the public. Send a letter of interest and resume to: Office of the First Selectman, Town of Washington, P.O. Box 383, Washington Depot, CT 06794 or selectmen@washingtonct.org by June 7, 2024. The Town of Washington is an Equal Opportunity Employer.