

JOB POSTING
TOWN OF PRINCETON

The Town of Princeton is seeking qualified candidates for the part-time position of **ASSISTANT TO THE TOWN ADMINISTRATOR**. This position assists the Town Administrator with professional, administrative, daily operations and project management, planning, grant administration and special projects as required and assigned, and other related work. This is an excellent opportunity with room for professional growth. This is a 19 hour a week position. This position has an hourly rate range between \$22.00 to \$25.00 per hour, DOQ. A bachelor's degree is preferred; or any equivalent combination of education and experience, and successful CORI check are required as a condition of employment. A copy of the job description is available on the town website www.town.priceton.ma.us. Cover letter, resume, and employment application form must be submitted to the Town Administrator by email to townadministrator@town.priceton.ma.us. Position open until filled. The Town of Princeton is an Equal Opportunity Employer.