



TOWN OF ST. JOHNSBURY

St. Johnsbury Emergency Dispatch
1187 Main Street, Suite 1
St. Johnsbury, VT 05819
802-748-2314
www.stjvt.com

Town Manager 802-748-3926
Town Clerk 802-748-4331
Fire 802-748-8925
Dispatch 802-748-2314
Public Works 802-748-4408
Assessor Office 802-748-4272

The Town of St. Johnsbury is currently accepting applicants for the positions of Part-Time Rental Housing and Parking Administrative Assistant.

This position will be responsible for ordering supplies, data entry, running reports, customer relationship management and other administrative duties.

We seek professional candidates with a strong work ethic, excellent communication skills, a positive attitude, attention to detail, and ability to multi-task to join our team. The ideal candidate will have experience with Microsoft Office including Word, Excel and Outlook. Applicants must have a high school diploma or equivalent, a valid driver's license, and pass a criminal background check. This position offers a flexible work schedule.

Part-time employment offers competitive compensation and consists of 8 hours per week of work.

Previous experience in administrative duties is desirable but willing to train the right applicant.

Please submit resumes along with a letter of interest to:

Town of St. Johnsbury
Attention: Rachel Waterhouse, Human Resources
51 Depot Square, Suite 3
St. Johnsbury, VT 05819
rwaterhouse@stjvt.com

*St. Johnsbury is an equal opportunity employer