**Town of Shelburne**

**51 Bridge Street**

**Shelburne, MA 01370**

**(413) 625-0300 ext. 1**

[Townadmin@townofshelburnema.gov](mailto:Townadmin@townofshelburnema.gov)

**Part-time Clerical Assistance**

**Community Preservation Committee**

The Town of Shelburne is seeking a reliable and organized individual for a part-time clerical position to support the Town’s **Community Preservation Committee**. The position will average approximately 5-10 hours per month, with flexible scheduling based on meeting times and tasks. The position pays $21.03 per hour.

Interested candidates should submit a Town of Shelburne employment application and a cover letter outlining interest in the position to: Terry Narkewicz, Town Administrator, 51 Bridge, Shelburne, MA 01370 or via email at: [Townadmin@townofshelburnema.gov](mailto:Townadmin@townofshelburnema.gov)

Applications are available at Town Hall or on-line at [www.townofshelburne.com](http://www.townofshelburne.com)

Applications will be accepted until the position is filled.