



# Town of Lincoln

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[lincolnvermont.org](http://lincolnvermont.org)

## Administrative Assistant Opening

Come join our friendly team of busy town officials. The Town of Lincoln is looking for a collaborative, creative, and detail-oriented person to serve as administrative assistant to the selectboard and town administrator working approximately twenty hours per week. This position serves as clerk to the selectboard, assists other town boards and commissions as needed, updates the town website and social media and performs grant administration. The position involves working with staff, elected and appointed town officials, volunteer boards and the public. A detailed job description can be found at [www.lincolnvermont.org](http://www.lincolnvermont.org).

This is a wonderful opportunity to participate in municipal government and help serve our vibrant community. Schedule may be flexible, and additional hours may be available for the right candidate. Benefits include 11 ½ paid holidays (prorated) and 5 paid sick days annually. Starting rate \$26.00/hour.

Please send a letter of interest and resume to the Lincoln Town Administrator, Trish Waugh at [townadmin@lincolnvermont.org](mailto:townadmin@lincolnvermont.org). Position is open until filled.