

February 9, 2023

JOB ANNOUNCEMENT
Office Assistant/Outreach Coordinator
Central New Hampshire Regional Planning Commission

The Central New Hampshire Regional Planning Commission (CNHRPC) seeks a part-time (20-24 hours a week) Office Assistant/Outreach Coordinator. The position provides general assistance in the maintenance of the Commission's financial, personnel, and benefits management systems, is responsible for organizing and recording the Commission's meetings, undertakes other administrative duties as necessary, leads the Commission's outreach efforts, and participates in many of the Commission's ongoing projects.

Minimum requirements include demonstrated experience and effectiveness in record-keeping and in the preparation of financial reports and meeting minutes, proficiency in the use of common MS Office applications, and excellent attention to detail.

The starting salary is \$20.00 per hour. CNHRPC offers a flexible work environment and an opportunity to participate in a wide variety of projects. For information on the Commission's activities, visit www.cnhrpc.org.

Please send cover letter and resume to the attention of: Michael Tardiff, Executive Director, CNHRPC, 28 Commercial Street, Suite 3, Concord, NH 03301 or by email at admin@cnhrpc.org.

Resumes will be accepted through March 1, 2023 @ 4:00pm. EOE